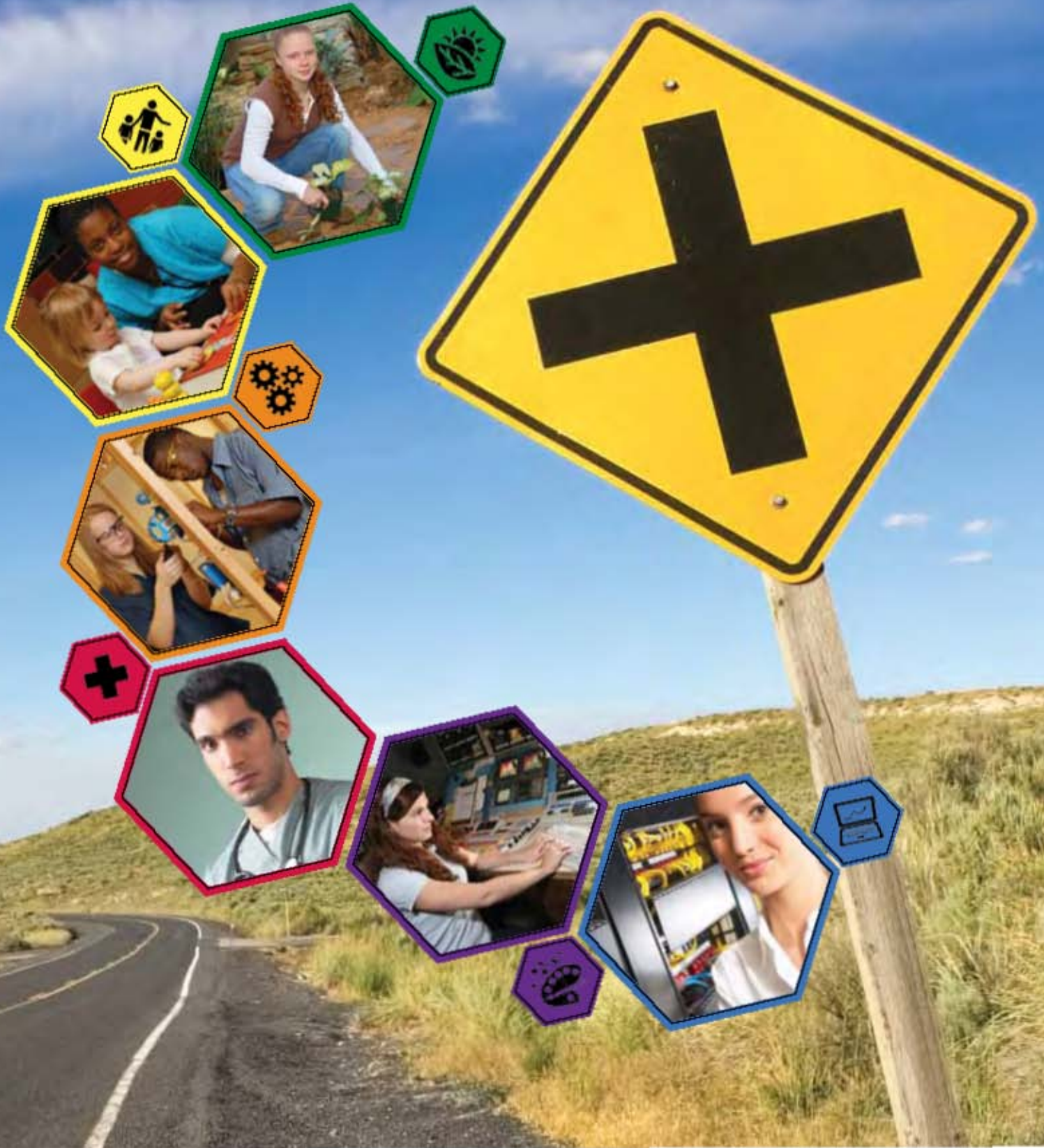


# MISSOURI CAREER GUIDE



# Round-Up of Resources

## Apprenticeships

[oa.doleta.gov/bat.cfm](http://oa.doleta.gov/bat.cfm)

An apprenticeship is an excellent way to enter a new career field in the skilled trades. The federal government maintains a list of qualified apprenticeship programs that can be searched by area or by career focus.

## Family Wage Calculator

[apps.oseda.missouri.edu/familywagecalc](http://apps.oseda.missouri.edu/familywagecalc)

The Family Wage Calculator charts county-by-county the actual costs of making ends meet without any public or private supports. Since the calculator is tied to the poverty threshold, most Missourians will not want to live on as tight a budget as this calculator assumes, but gives teachers and parents an opening to talk about the importance of planning well for the future.

## GED® High School Equivalency

[www.ged.mo.gov](http://www.ged.mo.gov)

Information about free classes, test sites and opportunities for the GED high school equivalency test is available through the Missouri Department of Elementary and Secondary Education.

## Military Careers & Training

[www.todayismilitary.com](http://www.todayismilitary.com)

The military offers training and educational opportunities across all career fields. Residents may explore the branches of service in the U.S. military and the opportunities available through them.

## Vocational Rehabilitation

[www.vr.dese.mo.gov](http://www.vr.dese.mo.gov)

Vocational rehabilitation services and guidance may be obtained through centers across the state of Missouri. Workers with disabilities are eligible for a range of services at the centers.

## Higher Education

[www.dhe.mo.gov](http://www.dhe.mo.gov)

The Missouri Department of Higher Education offers a program and institution search tool on its website to help residents find educational programs that meet their needs. This tool includes information about public and private educational institutions including community colleges, career and technical schools, universities, theological schools, proprietary schools, and more.

## Missouri Career Source

[www.missouricareersource.com](http://www.missouricareersource.com)

Missouri Career Source provides valuable job search tools and convenient access to job listings throughout Missouri. Through MCS you can connect with your nearest Missouri Career Center for personalized career-assistance services from trained workforce specialists, including access to skill-building training and human resources assistance for businesses.

## Missouri Connections

[www.missouriconnections.org](http://www.missouriconnections.org)

Missouri Connections helps students (grades 7-20), parents, and adults open the door to educational planning and career exploration. Discover and explore career interests, develop a personal plan of study, find colleges and technical schools, build a résumé, search jobs and more with free tools and resources sponsored by the Missouri Department of Elementary and Secondary Education.

## Missouri Economy (MERIC)

[www.missourieconomy.org](http://www.missourieconomy.org)

Information on occupations throughout the state, including wage and salary statistics and expected annual openings, can be found on the website of the Missouri Economic Research and Information Center. The occupational information on the MERIC website includes statewide and regional employment projections and statistics.



# From Governor Jay Nixon

Welcome to the Missouri Career Guide.

As governor, my top priority is creating new jobs for citizens in communities across Missouri, and making sure that our citizens are well-prepared to fill these jobs.

Whether you will soon be graduating from high school, earning your high school equivalency certificate or working toward an advanced degree, the information in this guide can help you hone your plans and find Missouri resources to help make your plans a reality.

The path to successful careers is paved with a good education. My vision is a healthy, educated, working Missouri that is prepared to compete and succeed in the 21st Century. Now more than ever, it is important for all Missourians to possess the academic, technical, and soft skills necessary to succeed. As technology advances and global competition increases, our challenge is to prepare Missourians for the careers of the future – and, in many cases, careers which don't yet exist. Those careers, however, certainly require a higher level of knowledge and skills for virtually every occupation, along with stronger preparation in reading, math and science.

This guide was developed through a partnership of state agencies to help Missourians of all ages, genders, and backgrounds create personal career plans that lead to fulfillment and success.

I hope this guide offers you a first step in making your career and personal dreams a reality.

Sincerely,




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[www.workforce.mo.gov](http://www.workforce.mo.gov)



[www.missourieconomy.org](http://www.missourieconomy.org)



[www.dese.mo.gov](http://www.dese.mo.gov)



[www.dhe.mo.gov](http://www.dhe.mo.gov)



[www.mcce.org](http://www.mcce.org)



[www.mochamber.org](http://www.mochamber.org)

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Published May 2010. For additional copies, visit your local Missouri Career Center or go to [www.mcce.org](http://www.mcce.org).

# Career Clusters

## Human Services

Early Childhood Development and Services  
Counseling and Mental Health Services  
Family and Community Services  
Personal Care Services  
Consumer Services

## Hospitality and Tourism

Restaurants and Food and Beverage Services  
Recreation, Amusement and Attractions  
Travel and Tourism  
Lodging

## Law, Public Safety, Corrections and Security

Correction Services  
Emergency and Fire Management Services  
Security and Protective Services  
Law Enforcement Services  
Legal Services

## Government and Public Administration

Public Management and Administration  
Governance  
National Security  
Foreign Service  
Planning  
Revenue and Taxation  
Regulation

## Education and Training

Administration and Administrative Support  
Professional Support Services  
Teaching and Training

## Transportation, Distribution and Logistics

Transportation Operations  
Logistics, Planning and Management Services  
Warehousing and Distribution  
Center Operations  
Facility and Mobile Equipment Maintenance  
Transportation Systems and Infrastructure Planning, Management and Regulation  
Health, Safety and Environmental Management  
Sales and Services

## Manufacturing

Production  
Manufacturing Production  
Process Development  
Health, Safety and Environmental Assurance  
Quality Assurance  
Maintenance, Installation and Repair  
Logistics and Inventory Control

## Science, Technology, Engineering and Mathematics

Engineering and Technology  
Science and Math

## Architecture and Construction

Design and Pre-Construction  
Construction  
Maintenance and Operations

## Health Science

Biotechnology Research and Development  
Therapeutic Services  
Diagnostic Services  
Health Informatics  
Support Services

## Agriculture, Food and Natural Resources

Agribusiness Systems  
Animal Systems  
Food Products and Processing Systems  
Natural Resources and Environmental Service Systems  
Power, Structural and Technical Systems  
Plant Systems

## Finance

Securities and Investments  
Business Finance  
Banking Services  
Insurance  
Accounting

## Marketing

Marketing Management  
Professional Sales  
Merchandising  
Marketing Communications  
Marketing Research

## Information Technology

Network Systems  
Web and Digital Communications  
Programming and Software Development  
Information Support and Services

## Business Management and Administration

General Management  
Human Resources Management  
Business Information Management  
Administrative Support  
Operations Management

## Arts, A/V Technology and Communications

Audio and Video Technology and Film  
Journalism and Broadcasting  
Printing Technology  
Telecommunications  
Performing Arts  
Visual Arts

## About the Career Clusters

The 16 Career Clusters is an organizing framework for careers based on common knowledge and skills. The clusters assist students and educators in tailoring coursework and experiences that will best prepare them for success in their chosen career areas

The clusters provide depth to Missouri's six Career Paths, which have been used by educators for years with younger students, and the clusters further narrow with pathways that describe a more specific collection of careers.

# Career Exploration Options

Our world is changing faster than ever before. New technologies are affecting every aspect of our lives—how we work, how we learn, how we communicate, and how we spend our spare time. With all these changes come new opportunities in education and the world of work. You have hundreds of choices available to you, so it is important to spend some time investigating the different options.

Helpful tools for identifying areas of career interests within the 16 Career Clusters are the interest survey found in this guide (on pages 7-9) and the online career interest survey in the Missouri Connections website at [www.missouriconnections.org](http://www.missouriconnections.org).

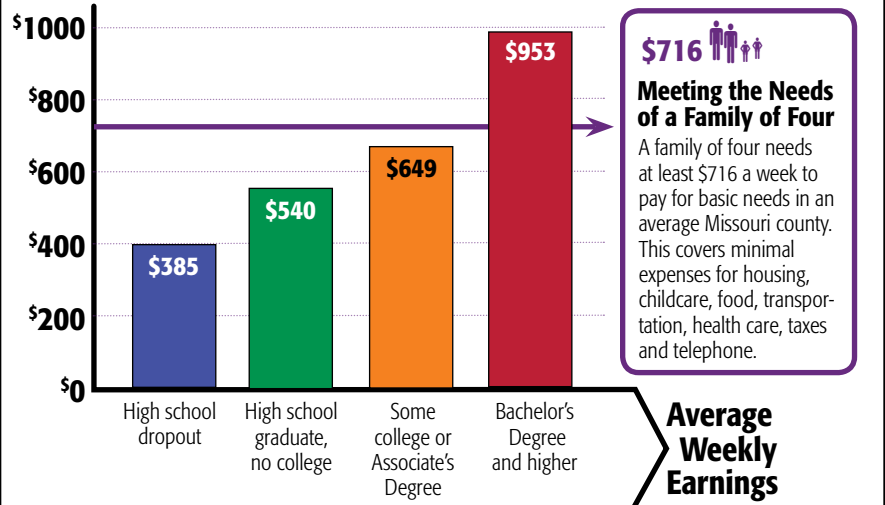
In addition, the Holland types provide a means of determining which careers may best fit you. The Holland types classify occupations into six major groups: realistic (adventuring/producing), artistic (creative), enterprising (influencing), investigative (analytic), social (helping) and conventional (organizing). According to this model, if you share a lot of interests with people in an occupation, you would probably prefer that occupation. The Holland types are adapted from the *Self-Directed Search* by John L. Holland, Ph.D.

Once you have begun to identify the career fields of interest to you, it is helpful to research careers. Questions you might want to think about while exploring careers include:

- What do people do in this career?
- In what type of environment do people in this career work?
- What kind and how much training is needed to enter this career?
- What are the opportunities in this career?

For Missouri career profiles, career grades, top employing occupations and highest and lowest paying occupations, visit the Missouri Economic Research and Information Center's website at [www.missourieconomy.org/occupations](http://www.missourieconomy.org/occupations).

## What's a Week Worth?



**PLANNING FOR THE FUTURE.** You need to think about what you expect your life to be like in 10 to 15 years. Does your chosen career path and potential job prospects match those expectations? Many young people expect to get married and raise their own family. When you think about your future career, think about the life that you want to go along with it and whether your career plans will match your expected financial needs and desires. Dig into the data. What do you expect as a starting job when you finish your education, and where do you hope to wind up in your career?

The data for the needs of a family of four comes from MERIC's Self-Sufficiency data for Moniteau County, a median county for the state of Missouri in 2007. Weekly income data is based on annual income divided into 12 four-week months.

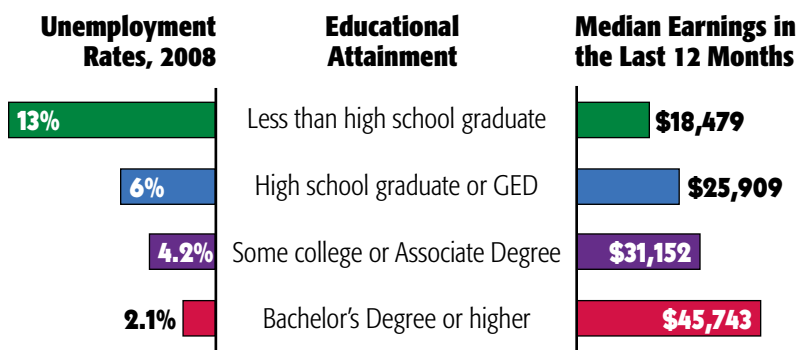
Sources: U.S. Census Bureau, American Community Survey (2008) and Missouri Department of Economic Development (2007)

Another valuable website to find state and national occupational information including profiles and wages, industry information, and state information can be found at [www.acinet.org](http://www.acinet.org).

O\*NET, the Occupational Information Network, is a comprehensive, online database of worker attributes and job characteristics. It contains information about knowledge, skills and abilities; interests; general work activities; and work content. O\*NET can also show you related occupations, educational requirements, and current labor market information, and the website can be accessed at [online.onetcenter.org](http://online.onetcenter.org).

# Start with the End in Mind

## Education Pays in Missouri



**THE ROAD TO RICHES IS PAVED BY EDUCATION** — The more education you have, the more money you are likely to make and the less likely you are to be unemployed, or so the data suggest. In 2008, Missouri workers age 25 to 64 with a high school diploma earned an average of \$25,909 per year, while those with a bachelor's degree earned an average of \$45,743 per year. Unemployment was more than twice as high for Missourians who did not complete high school than for those with a high school diploma or GED® credential.

Source: U.S. Census Bureau, American Community Survey (2008)

Note: Earnings represented in 2008 inflation-adjusted dollars



The next dot is education and training. The fact is, the number of jobs that require only a high school diploma and pay a family-supporting wage shrinks every year. An increasing number of jobs require a four-year degree, but there are also many good opportunities for those who learn technical skills through community colleges, the military and apprenticeships.

There are area career centers, professional and technical schools, two-year colleges, four-year colleges and vocational rehabilitation centers in every region of the state (pages 24-31). Many of the programs in these schools can help establish an outstanding foundation in your Career Cluster of interest. It's important to recognize that many entry-level technical jobs require about the same skill level in English, math and science as a four-year college.

Within any Career Cluster, there are several options, including a four-year college, community college, apprenticeships, the military and on-the job training. Follow this model (pages 32-33) for your career: explore, decide, plan, prepare. By making plans now, exploring your career options through career organizations and the Internet, and connecting your education and training with a career goal, you can get on a path to success.

Life, it's all about you: Your personality, your needs, your abilities, your relationships and your interests. So how do you land the dream job that matches you?



























Before you can connect the dots, you have to know what the dots are. The first one is you. Take the time for an interest survey. What do you like? What are you good at? Write down your feelings about different jobs. You might be surprised what you learn about yourself.

























If you aren't sure what direction may be best for you, or if you just want to make sure you are on the right path, an excellent career interest survey is included in this career guide (pages 7-9). Keep in mind, there are many more career interest surveys available to help you find the right career for you. Talk to a guidance counselor or visit the Missouri Career Center nearest to you for help exploring careers. Make sure that your plans on paper match the vision in your mind. Your personal plan of study, outlining coursework and training through high school and beyond, should align with your career plans.













# Missouri's Top 50 Jobs

Careers in Missouri with the most job openings between 2008 and 2018. For a complete listing of occupations, wages, and skills information, visit the MERIC website at: [www.missourieconomy.org](http://www.missourieconomy.org)

Occupation	Openings	Avg. Annual Wage	Education
<b>Architecture and Construction</b>			
Electrical Power-Line Installers and Repairers	1,517	\$53,746	
Civil Engineers	1,370	\$75,812	
<b>Arts, Audio-Visual Technology and Communications</b>			
Public Relations Specialists	2,667	\$51,774	
<b>Business Management and Administration</b>			
Accountants and Auditors	7,184	\$58,199	
First Line Supervisors, Office Managers, and Administrative Support Workers	5,946	\$47,297	
Business Operations Specialists, All Other	3,683	\$60,872	
Sales Representatives, Services, All Other	3,200	\$56,813	
Training and Development Specialists	2,034	\$49,533	
Managers, All Other	1,957	\$89,706	
Cost Estimators	1,655	\$57,688	
Employment, Recruitment, and Placement Specialists	1,445	\$46,262	
Human Resources, Training, and Labor Relations Specialists, All Other	1,311	\$55,967	
Sales Managers	1,267	\$110,584	
Compensation, Benefits, and Job Analysis Specialists	1,057	\$51,012	
<b>Education and Training</b>			
Elementary School Teachers, Except Special Education	10,341	\$43,715	
Secondary School Teachers, Except Special and Career Education	7,972	\$42,765	
Middle School Teachers, Except Special and Career Education	4,700	\$43,418	
Special Education Teachers, Preschool, Kindergarten, and Elementary School	2,666	\$45,162	
Health Specialties Teachers, Postsecondary	1,837	\$105,867	
Special Education Teachers, Secondary	1,806	\$47,477	
Education Administrators, Elementary and Secondary	1,738	\$76,743	
Education, Career Education, and School Counselors	1,709	\$46,153	
<b>Finance</b>			
Insurance Sales Agents	5,859	\$54,165	
Claims Adjusters, Examiners, and Investigators	2,248	\$55,253	
Securities, Commodities, and Financial Services Sales Agents	2,041	\$86,505	
<b>Government and Public Administration</b>			
Compliance Officers, Except Agriculture, Construction, Health and Safety, and Transportation	1,573	\$50,250	

Occupation	Openings	Avg. Annual Wage	Education
<b>Health Science</b>			
Registered Nurses	21,029	\$56,667	
Licensed Practical and Licensed Vocational Nurses	7,815	\$34,178	
Emergency Medical Technicians and Paramedics	2,426	\$33,392	
Dental Assistants	2,019	\$33,100	
Pharmacists	1,997	\$106,242	
Physicians and Surgeons, All Other	1,358	\$156,266	
Physical Therapists	1,333	\$62,215	
Medical and Health Services Managers	1,307	\$76,512	
Radiologic Technologists and Technicians	1,283	\$47,955	
Family and General Practitioners	1,255	\$150,983	
<b>Hospitality and Tourism</b>			
Self-Enrichment Education Teachers	1,966	\$35,417	
<b>Human Service</b>			
Clergy	3,256	\$43,945	
Child, Family, and School Social Workers	1,902	\$33,277	
Personal Finance Advisors	1,241	\$91,284	
<b>Information Technology</b>			
Computer Systems Analysts	2,761	\$72,018	
Network Systems and Data Communications Analysts	2,510	\$74,788	
Network and Computer Systems Administrators	2,393	\$63,197	
Computer Software Engineers, Applications	1,905	\$76,059	
Computer Specialists, All Other	1,176	\$74,506	
<b>Law, Public Safety, Corrections and Security</b>			
Police and Sheriff's Patrol Officers	3,890	\$41,148	
Fire Fighters	2,685	\$43,777	
<b>Manufacturing</b>			
Purchasing Agents, Except Wholesale, Retail, and Farm Products	1,829	\$52,686	
<b>Marketing</b>			
Market Research Analysts	1,675	\$61,898	
<b>Science, Technology, Engineering and Mathematics</b>			
Industrial Engineers	1,136	\$71,352	

-  Moderate on-the-job training
-  Long-term on-the-job training
-  Work experience in a related occupation
-  Postsecondary vocational award
-  Bachelor's or higher, plus work experience

-  Associate degree
-  Bachelor's degree
-  Master's degree
-  Doctoral degree
-  First professional degree

# Many Roads to Success

## Missouri's Hot Jobs

**For every 40 projected openings among Missouri's hottest jobs ...**

20 require a high school diploma and on-the-job training.

11 require a bachelor's degree.



3 require a master's degree or higher.



6 require technical training and/or an associate degree.



### THERE ARE MANY GREAT JOBS TO BE HAD IN MISSOURI.

Missouri offers its residents a wide variety of excellent jobs. Among the best jobs in the state (those with the best balance of high wages or salary and plentiful openings), projected openings for the coming years are spread across career fields and educational requirements. Among these jobs, half require completion of a training or educational program beyond a high school diploma. Of those, half require a four-year bachelor's degree, about a third require career and technical training or an associate degree, and a sixth require a master's degree or higher.

Source: Missouri Economic Research and Information Center (2009)

Many opportunities are open to you to pursue your career goals in Missouri. All manner of jobs are available, across different career fields and with different educational or training requirements. In Missouri, a number of services are available to help you develop and pursue your career goals.

The Career Clusters framework offers a valuable perspective on the various career fields available. The framework divides the full range of occupations into 16 distinct career clusters. This provides a powerful way to explore different careers and see the career connections between different occupations in a cluster. By recognizing these connections, a



person can plan their education and training to guide toward the occupations that interest and suit them the most. It is also important to recognize the educational and training requirements of a job. Missourians may use the MERIC website at [www.missourieconomy.org](http://www.missourieconomy.org) or Missouri Connections at [www.missouriconnections.org](http://www.missouriconnections.org) to explore jobs or they may visit the Missouri Career Center in their area for help with career exploration and planning.

While a four-year degree offers a solid career foundation for many people, there are many jobs in the skilled trades and other areas that require career and technical training. Apprenticeships, technical schools, community colleges, and the military all provide an excellent foundation for a career.

The military can provide a highly valuable, real-world, hands-on training and instruction in careers ranging from computer programming to pharmacology. Joining the military may also provide travel opportunities and international experience. For more information about military service, visit [www.todaysmilitary.com](http://www.todaysmilitary.com).



# Career Clusters Interest Survey

Circle each item that matches your personality.  
Write the number in the hexagon at the top and find your top three clusters.

## Arts, A/V Technology and Communications

### Activities that I like to do:

1. Use my imagination to communicate new information to others.
2. Perform in front of others.
3. Read and write.
4. Play a musical instrument.
5. Perform creative, artistic activities.
6. Use video and recording technology.
7. Design brochures and posters.

### Personal qualities that describe me:

1. Creative and imaginative
2. Good communicator / good vocabulary
3. Curious about new technology
4. Relate well to feelings and thoughts of others
5. Determined / tenacious

### Subjects that I like:

1. Art / Graphic Design
2. Music
3. Speech and Drama
4. Journalism / Literature
5. Audio-Visual Technologies

## Agriculture, Food and Natural Resources

### Activities that I like to do:

1. Learn how things grow and stay alive.
2. Make the best use of the earth's natural resources.
3. Hunt and/or fish.
4. Protect the environment.
5. Be outdoors in all kinds of weather.
6. Plan, budget and keep records.
7. Operate machines and keep them in good repair.

### Personal qualities that describe me:

1. Self-reliant
2. Nature lover
3. Physically active
4. Planner
5. Creative problem solver

### Subjects that I like:

1. Math
2. Life Sciences
3. Earth Sciences
4. Chemistry
5. Agriculture

## Business Management and Administration

### Activities that I like to do:

1. Perform routine, organized activities but can be flexible.
2. Work with numbers and detailed information.
3. Be the leader.
4. Make business contact with people.
5. Work with computer programs.
6. Create reports and communicate ideas.
7. Plan my work and follow instructions without close supervision.

### Personal qualities that describe me:

1. Organized
2. Practical and logical
3. Patient
4. Tactful
5. Responsible

### Subjects that I like:

1. Computer Applications / Business and Information Technology
2. Accounting
3. Math
4. English
5. Economics

## Architecture and Construction

### Activities that I like to do:

1. Read and follow blueprints and/or instructions.
2. Picture in my mind what a finished product looks like.
3. Work with my hands.
4. Perform work that requires precise results.
5. Solve technical problems.
6. Visit and learn from beautiful, historic or interesting buildings.
7. Follow logical, step-by-step procedures.

### Personal qualities that describe me:

1. Curious
2. Good at following directions
3. Pay attention to detail
4. Good at visualizing possibilities
5. Patient and persistent

### Subjects that I like:

1. Math
2. Drafting
3. Physical Sciences
4. Construction Trades
5. Electrical Trades, Heat, Air Conditioning and Refrigeration, or Technology Education

## Education and Training

### Activities that I like to do:

1. Communicate with different types of people.
2. Help others with their homework or to learn new things.
3. Go to school.
4. Direct and plan activities for others.
5. Handle several responsibilities at once.
6. Acquire new information.
7. Help people overcome their challenges.

### Personal qualities that describe me:

1. Friendly
2. Decision maker
3. Helpful
4. Innovative / inquisitive
5. Good listener

### Subjects that I like:

1. Language Arts
2. Social Studies
3. Math
4. Science
5. Psychology

## Finance

Activities that I like to do:	Personal qualities that describe me:	Subjects that I like:
<ol style="list-style-type: none"> <li>1. Work with numbers.</li> <li>2. Work to meet a deadline.</li> <li>3. Make predictions based on existing facts.</li> <li>4. Have a framework of rules by which to operate.</li> <li>5. Analyze financial information and interpret it to others.</li> <li>6. Handle money with accuracy and reliability.</li> <li>7. Take pride in the way I dress and look.</li> </ol>	<ol style="list-style-type: none"> <li>1. Trustworthy</li> <li>2. Orderly</li> <li>3. Self-confident</li> <li>4. Logical</li> <li>5. Methodical or efficient</li> </ol>	<ol style="list-style-type: none"> <li>1. Accounting</li> <li>2. Math</li> <li>3. Economics</li> <li>4. Banking / Financial Services</li> <li>5. Business Law</li> </ol>

## Hospitality and Tourism

Activities that I like to do:	Personal qualities that describe me:	Subjects that I like:
<ol style="list-style-type: none"> <li>1. Investigate new places and activities.</li> <li>2. Work with all ages and types of people.</li> <li>3. Organize activities in which other people enjoy themselves.</li> <li>4. Have a flexible schedule.</li> <li>5. Help people make up their minds.</li> <li>6. Communicate easily, tactfully and courteously.</li> <li>7. Learn about other cultures.</li> </ol>	<ol style="list-style-type: none"> <li>1. Tactful</li> <li>2. Self-motivated</li> <li>3. Works well with others</li> <li>4. Outgoing</li> <li>5. Slow to anger</li> </ol>	<ol style="list-style-type: none"> <li>1. Language Arts / Speech</li> <li>2. Foreign Language</li> <li>3. Social Sciences</li> <li>4. Marketing</li> <li>5. Food Services</li> </ol>

## Government and Public Administration

Activities that I like to do:	Personal qualities that describe me:	Subjects that I like:
<ol style="list-style-type: none"> <li>1. Be involved in politics.</li> <li>2. Negotiate, defend and debate ideas and topics.</li> <li>3. Plan activities and cooperate with others.</li> <li>4. Work with details.</li> <li>5. Perform a variety of duties that may change often.</li> <li>6. Analyze information and interpret it to others.</li> <li>7. Travel and see things that are new to me.</li> </ol>	<ol style="list-style-type: none"> <li>1. Good communicator</li> <li>2. Competitive</li> <li>3. Service-minded</li> <li>4. Well-organized</li> <li>5. Problem solver</li> </ol>	<ol style="list-style-type: none"> <li>1. Government</li> <li>2. Language Arts</li> <li>3. History</li> <li>4. Math</li> <li>5. Foreign Language</li> </ol>

## Human Services

Activities that I like to do:	Personal qualities that describe me:	Subjects that I like:
<ol style="list-style-type: none"> <li>1. Care about people, their needs and their problems.</li> <li>2. Participate in community services and/or volunteering.</li> <li>3. Listen to other people's viewpoints.</li> <li>4. Help others be at their best.</li> <li>5. Work with people from preschool to old age.</li> <li>6. Think of new ways to do things.</li> <li>7. Make friends with different kinds of people.</li> </ol>	<ol style="list-style-type: none"> <li>1. Good communicator / good listener</li> <li>2. Caring</li> <li>3. Non-materialistic</li> <li>4. Intuitive and logical</li> <li>5. Non-judgmental</li> </ol>	<ol style="list-style-type: none"> <li>1. Language Arts</li> <li>2. Psychology / Sociology</li> <li>3. Family and Consumer Sciences</li> <li>4. Finance</li> <li>5. Foreign Language</li> </ol>

## Health Sciences

Activities that I like to do:	Personal qualities that describe me:	Subjects that I like:
<ol style="list-style-type: none"> <li>1. Work under pressure.</li> <li>2. Help sick people and animals.</li> <li>3. Make decisions based on logic and information.</li> <li>4. Participate in health and science classes.</li> <li>5. Respond quickly and calmly in emergencies.</li> <li>6. Work as a member of a team.</li> <li>7. Follow guidelines precisely and meet strict standards of accuracy.</li> </ol>	<ol style="list-style-type: none"> <li>1. Compassionate and caring</li> <li>2. Good and following directions</li> <li>3. Conscientious and careful</li> <li>4. Patient</li> <li>5. Good listener</li> </ol>	<ol style="list-style-type: none"> <li>1. Biological Sciences</li> <li>2. Chemistry</li> <li>3. Math</li> <li>4. Occupational Health</li> <li>5. Language Arts</li> </ol>

## Information Technology

Activities that I like to do:	Personal qualities that describe me:	Subjects that I like:
<ol style="list-style-type: none"> <li>1. Work with computers.</li> <li>2. Reason clearly and logically to solve complex problems.</li> <li>3. Use machines, techniques and processes.</li> <li>4. Read technical materials and diagrams and solve technical problems.</li> <li>5. Adapt to change.</li> <li>6. Play games and figure out how they work.</li> <li>7. Concentrate for long periods without being distracted.</li> </ol>	<ol style="list-style-type: none"> <li>1. Logical / analytical thinker</li> <li>2. See details in the big picture</li> <li>3. Persistent</li> <li>4. Good concentration skills</li> <li>5. Precise and accurate</li> </ol>	<ol style="list-style-type: none"> <li>1. Math</li> <li>2. Science</li> <li>3. Computer Technology / Computer Applications</li> <li>4. Communications</li> <li>5. Graphic Design</li> </ol>

## Law, Public Safety, Corrections and Security

Activities that I like to do:	Personal qualities that describe me:	Subjects that I like:
<ol style="list-style-type: none"> <li>1. Work under pressure or in the face of danger.</li> <li>2. Make decisions based on my own observations.</li> <li>3. Interact with other people.</li> <li>4. Be in positions of authority.</li> <li>5. Respect rules and regulations.</li> <li>6. Debate and win arguments.</li> <li>7. Observe and analyze people's behavior.</li> </ol>	<ol style="list-style-type: none"> <li>1. Adventurous</li> <li>2. Dependable</li> <li>3. Community-minded</li> <li>4. Decisive</li> <li>5. Optimistic</li> </ol>	<ol style="list-style-type: none"> <li>1. Language Arts</li> <li>2. Psychology / Sociology</li> <li>3. Government / History</li> <li>4. Law Enforcement</li> <li>5. First Aid / First Responder</li> </ol>

## Science, Technology, Engineering and Math

Activities that I like to do:	Personal qualities that describe me:	Subjects that I like:
<ol style="list-style-type: none"> <li>1. Interpret formulas.</li> <li>2. Find the answers to questions.</li> <li>3. Work in a laboratory.</li> <li>4. Figure out how things work and investigate new things.</li> <li>5. Explore new technology.</li> <li>6. Experiment to find the best way to do something.</li> <li>7. Pay attention to details and help things be precise.</li> </ol>	<ol style="list-style-type: none"> <li>1. Detail-oriented</li> <li>2. Inquisitive</li> <li>3. Objective</li> <li>4. Methodical</li> <li>5. Mechanically inclined</li> </ol>	<ol style="list-style-type: none"> <li>1. Math</li> <li>2. Science</li> <li>3. Drafting / Computer-Aided Drafting</li> <li>4. Electronics / Computer Networking</li> <li>5. Technical classes / Technology Education</li> </ol>

## Manufacturing

Activities that I like to do:	Personal qualities that describe me:	Subjects that I like:
<ol style="list-style-type: none"> <li>1. Work with my hands and learn that way.</li> <li>2. Put things together.</li> <li>3. Do routine, organized and accurate work.</li> <li>4. Perform activities that produce tangible results.</li> <li>5. Apply math to work out solutions.</li> <li>6. Use tools and operate equipment and machinery.</li> <li>7. Visualize objects in three dimensions from flat drawings.</li> </ol>	<ol style="list-style-type: none"> <li>1. Practical</li> <li>2. Observant</li> <li>3. Physically active</li> <li>4. Step-by-step thinker</li> <li>5. Coordinated</li> </ol>	<ol style="list-style-type: none"> <li>1. Math-Geometry</li> <li>2. Chemistry</li> <li>3. Trade and Industry courses</li> <li>4. Physics</li> <li>5. Language Arts</li> </ol>

## Transportation, Distribution and Logistics

Activities that I like to do:	Personal qualities that describe me:	Subjects that I like:
<ol style="list-style-type: none"> <li>1. Travel.</li> <li>2. See well and have quick reflexes.</li> <li>3. Solve mechanical problems.</li> <li>4. Design efficient processes.</li> <li>5. Anticipate needs and prepare to meet them.</li> <li>6. Drive or ride.</li> <li>7. Move things from one place to another.</li> </ol>	<ol style="list-style-type: none"> <li>1. Realistic</li> <li>2. Mechanical</li> <li>3. Coordinated</li> <li>4. Observant</li> <li>5. Planner</li> </ol>	<ol style="list-style-type: none"> <li>1. Math</li> <li>2. Trade and Industry courses</li> <li>3. Physical Sciences</li> <li>4. Economics</li> <li>5. Foreign Language</li> </ol>

## Marketing

Activities that I like to do:	Personal qualities that describe me:	Subjects that I like:
<ol style="list-style-type: none"> <li>1. Shop and go to the mall.</li> <li>2. Be in charge.</li> <li>3. Make displays and promote ideas.</li> <li>4. Give presentations and enjoy public speaking.</li> <li>5. Persuade people to buy products or to participate in activities.</li> <li>6. Communicate my ideas to other people.</li> <li>7. Take advantage of opportunities to make extra money.</li> </ol>	<ol style="list-style-type: none"> <li>1. Enthusiastic</li> <li>2. Competitive</li> <li>3. Creative</li> <li>4. Self-motivated</li> <li>5. Persuasive</li> </ol>	<ol style="list-style-type: none"> <li>1. Language Arts</li> <li>2. Math</li> <li>3. Business Education / Marketing</li> <li>4. Economics</li> <li>5. Computer Applications</li> </ol>

This survey does not make any claims of statistical reliability and has not been normed. It is intended for use as a guidance tool to generate discussion regarding careers and is valid for that purpose. Source: Adapted from the Guidance Division Survey, Oklahoma Department of Career and Technology Education (2005). The Career Clusters Interest Inventory is being used with permission of:



States' Career Clusters Initiative, 2008, [www.careerclusters.org](http://www.careerclusters.org)

### Top Matches

Career Cluster 1

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Career Cluster 2

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Career Cluster 3

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# Green Training and Job Prospects

## Enter the Green Economy

Hopefully, the Career Clusters interest survey gave you a sense of career areas that suit your personality, interests, and skill strengths. A career area which does not have its own Career Cluster, but does offer training and jobs that fit into many of the existing Career Clusters can be found within sectors of the green economy. Whether you are a student deciding which field of study to pursue or a current jobseeker searching for a new opportunity, the jobs and training in green careers might be worth exploring.

Jobs in the green economy are generally thought of as those in which the outcome of work creates a positive impact on the environment. Opportunity for job placement or training in green occupations ranges from civil engineers and construction managers to architects and insulation workers.

Missouri has identified the occupations below as green occupations. Career resources have been developed to inform and assist students and jobseekers about opportunities in the new green economy. Please visit the MERIC website for more information about green training opportunities and a path to a green career at [www.missourieconomy.org/occupations](http://www.missourieconomy.org/occupations).



Agricultural Inspectors  
Architects, except Landscape and Naval  
Architectural Drafters  
Automotive Service Technicians and Mechanics  
Biochemical, Energy, Manufacturing, Mechatronics, Microsystems, Nanosystems, Photonics, Robotics, Solar Energy Systems, Validation, and Wind Energy Engineers  
Biofuels Processing, Biomass Plant, Hydroelectric Plant, and Methane/Landfill Gas Generation System Technicians  
Biofuels/Biodiesel Technology & Product Development and Engineering Managers  
Carpenters  
Chemical Engineers  
Chemical Plant and System Operators  
Chemical Technicians  
Chemists  
Civil and Waste/Wastewater Engineers  
Commercial and Industrial Designers  
Compliance, Logistics, Regulatory Affairs, Supply Chain, Wind Energy Operations, Wind Energy Project, and Brownfield Redevelopment Site Managers  
Conservation Scientists and Soil and Water Conservationists  
Construction and Building Inspectors  
Construction and Related Workers, All Other Including Solar Photovoltaic, Solar Thermal, and Weatherization Installers and Technicians

Construction Laborers  
Construction Managers  
Economists and Environmental Economists  
Electrical and Electronic Engineering Technicians  
Electrical and Electronic Equipment Assemblers  
Electrical and Electronics Repairers, Commercial and Industrial Equipment  
Electrical Engineers  
Electrical Power-Line Installers and Repairers  
Electrical, Electromechanical, Electronics, Manufacturing Engineering, Manufacturing Production, Mechanical Engineering, and Industrial Engineering Technologists Including Nanotechnology, Photonics, and Fuel Cell Technicians  
Electricians  
Electronics Engineers, except Computer  
Energy Auditors  
Energy Brokers  
Engine and Other Machine Assemblers  
Environmental Engineering Technicians  
Environmental Engineers  
Environmental Science and Protection Technicians, Including Health  
Environmental Scientists and Specialists, Including Health, Climate Change Analysts, Environmental Restorations Planners and Industrial Ecologists  
Farmers and Ranchers

First-Line Supervisors of Construction Trades and Extraction Workers Including Solar Energy Installation Managers  
Food Scientists and Technologists  
Forest and Conservation Technicians  
Forest and Conservation Workers  
Geoscientists, except Hydrologists and Geographers  
Green Marketers  
Hazardous Materials Removal Workers  
Health and Safety Engineers, except Mining Safety Engineers and Inspectors  
Heating, Air Conditioning, and Refrigeration Mechanics and Installers  
Helpers--Carpenters  
Helpers--Installation, Maintenance, and Repair Workers  
Hydrologists  
Industrial Machinery Mechanics  
Industrial, Biomass, Geothermal, and Hydroelectric Production Managers Including Methane/ Landfill Gas Collection System Operators  
Inspectors, Testers, Sorters, Samplers, and Weighers  
Installation, Maintenance, and Repair Workers, All Other, Including Geothermal Technicians and Wind Turbine Service Technicians  
Insulation Workers, Floor, Ceiling, and Wall  
Laborers and Freight, Stock, and Material Movers, Hand  
Landscape Architects  
Maintenance and Repair Workers, General  
Mechanical, Automotive and Fuel Cell Engineers  
Natural Sciences Managers and Water Resource Specialists  
Nuclear Engineers  
Nuclear Equipment Operation Technicians  
Nuclear Power Reactor Operators  
Operating Engineers and Other Construction Equipment Operators  
Plumbers, Pipefitters, and Steamfitters  
Precision Agriculture Technicians  
Production Workers, All Other Including Recycling and Reclamation Workers  
Production, Planning, and Expediting Clerks  
Recycling Coordinators  
Refuse and Recyclable Material Collectors  
Regulatory Affairs Specialists  
Roofers  
Sheet Metal Workers  
Soil and Plant Scientists  
Structural Iron and Steel Workers  
Structural Metal Fabricators and Fitters  
Sustainability Specialists  
Team Assemblers  
Training and Development Specialists  
Urban and Regional Planners  
Welders, Cutters, and Welder Fitters  
Zoologists and Wildlife Biologists

# Consider All the Options

Do not let stereotypes or traditional thinking about who enters a particular career limit the careers and occupations you consider. Many women and men have found very rewarding careers in occupations that are nontraditional. Nontraditional careers are those where less than 25 percent of a gender is represented. For instance, female welders and automotive service technicians and male nurses are engaged in nontraditional occupations.

For women, a nontraditional occupation often means earnings that are 20 to 30 percent higher than earnings for women in traditional occupations. Also, high-demand and high-wage nursing occupations are nontraditional for men. Nationally, approximately 7 percent of nurses are male.

Missouri also provides a range of services and programs to support and recognize students in educational programs for nontraditional careers.

To help support students in educational programs for nontraditional careers, there are eight Career Education Coordinators throughout the state. The Career Education Coordinators work with secondary and postsecondary students. To find the Career Education Coordinator in your area, visit the Missouri Center for Career Education website at [www.mcce.org](http://www.mcce.org) and click on the link for Career Education Coordinators.

Also, Missouri sponsors the annual Breaking Traditions award to recognize male and female nontraditional students throughout the state. Nominees are reviewed for regional and state awards, and state award recipients are recognized at the annual Breaking Traditions awards reception and may receive a scholarship to the Missouri public community college of their choice or Linn State Technical College. Also, educators and employers who are particularly supportive of nontraditional students may be nominated for Breaking Traditions awards. For more information about the awards and the nomination process, visit the MCCE website at [www.mcce.org](http://www.mcce.org).



## About Nontraditional Careers

**Nontraditional occupations** are careers in which less than 25 percent of a gender is represented. These occupations often offer higher salaries, challenging work, opportunities to develop new skills, and advancement potential.

### What Kinds of Jobs are Nontraditional for Females?

Automotive Service Technician  
Computer Specialist  
Construction Manager  
Electrical Power-Line Installer and Repairer  
Engineer  
Police Patrol Officer

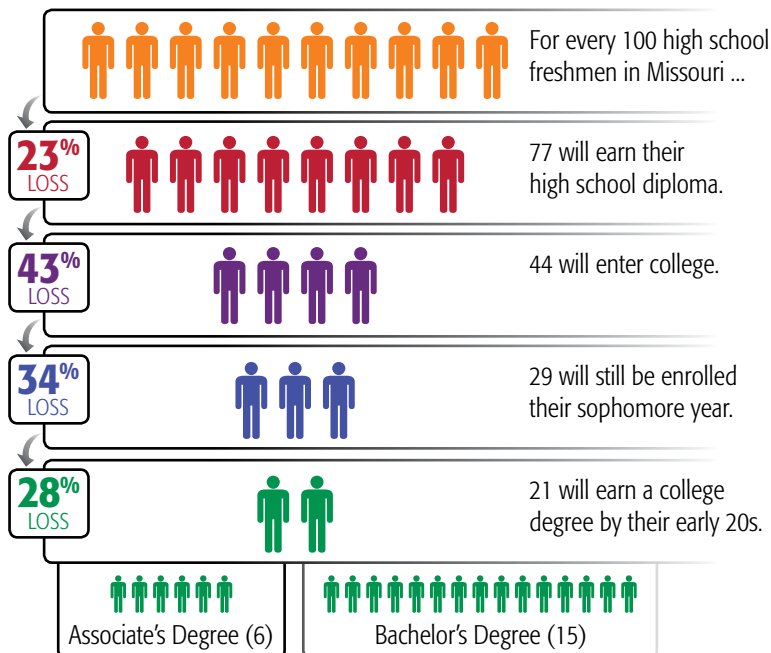
### What Kinds of Jobs are Nontraditional for Males?

Accountant  
Administrative Assistant  
Child Care Provider  
Elementary Teacher  
Nurse / Nursing Assistant



# From High School to Life

## The Thinning Crowd



### DECREASING PYRAMID OF EDUCATIONAL ACHIEVEMENT.

Only 2 in 10 ninth-grade students will go on to complete a college degree by their early 20s (within 150% time for their degree). Income trends show that education beyond high school is needed to earn a family-supporting wage. For you and your families, this highlights the great importance of the student, family and teachers working as a team. The Missouri Department of Higher Education offers a wide range of resources on its website, [dhe.mo.gov](http://dhe.mo.gov). These resources aren't just for students going on to college, though; the website offers advice and financial aid information, and also catalogs many one- and two-year programs, apprenticeships and other programs.

Sources: National Center for Higher Education Management Systems (2006)

### Know what matters to you:

- Explore your career interests. Complete a career interest survey, such as the one at [MissouriConnections.org](http://MissouriConnections.org). Your school counselor can give you the information you need to begin your exploration.
- Learn about different educational opportunities. Find out about colleges, career and technical schools, the military, apprenticeships, and on-the-job training programs and see which one best matches your interests and needs. Explore the academic programs and degrees or certificates available at your schools of interest.
- Review and revise your personal plan of study developed in eighth grade. Be sure your courses not only help you meet graduation requirements, but also give you the knowledge and skills for your next steps after high school.

### Shop around:

- Compare information from college representatives, bulletins and websites.
- Find out the employment rates for graduates. If you have identified a program of interest, find out the job placement rates for students in that program and places where graduates from the program now work.
- Ask about job placement programs and student organizations for your program of interest.

### Make campus visits:

- Tour campuses, talk with students and visit a class.
- Meet with financial assistance representatives.
- Research your academic program with an advisor.
- Verify admission requirements with a counselor.
- Determine the actual cost of attending the school, including housing, books and lab fees.

### Get advice:

- Ask your school counselor to explain the options available.
- Talk to your parents about your college expectations.
- Visit with professionals working in the field you plan to study.

### Meet deadlines:

- Watch for early deadlines.
- Admission and housing applications often have a cut off date.
- Pay any required institutional fees on time.
- Complete the Free Application for Federal Student Aid (FAFSA) and other financial assistance forms on time.

### Paying for your studies:

- Find out about financial assistance processes and tuition payments, as well as state, federal and private sources of financial assistance (see page 13).
- Stay eligible for financial assistance by enrolling at least half time and making satisfactory academic progress.
- Use non-repayable grant aid first. If loans are necessary, federal loans offer better borrower benefits than private loans.
- Shop around for the best interest rates, borrower benefits and subsidies.
- Borrow only what you need and follow an academic plan to reduce unnecessary costs.



# Paying for Your Education

Financing your education need not involve working three jobs or overtime for years. Numerous federal, state and private programs offer outright grants, loans, tuition assistance and work-study programs. The programs listed below are only a sample; chances are there's assistance whatever your age, background or interest. Look into any financial aid carefully; state and federal student financial aid amounts can change. For more information, go to the Career OneStop financial aid center at [www.careeronestop.org/financial/financialaidhome.asp](http://www.careeronestop.org/financial/financialaidhome.asp).

The U.S. Department of Education lets users apply online for financial aid on the Free Application for Federal Student Aid (FAFSA) website at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

Another great resource for student scholarships is the Broke Scholar website. Members of this free service can search and apply to 650,000 scholarships totaling billions of scholarship and grant dollars. Fill out the personal profile, and they can match your profile to scholarships that apply specifically to you. Broke Scholar can be found at [www.brokescholar.com](http://www.brokescholar.com).

The College Board also provides a scholarship search utility and financial aid advice on its website at [www.collegeboard.com/student/pay](http://www.collegeboard.com/student/pay).

Additional financial grant, loan and scholarship programs include:

**Access Missouri Grant program.** This is a need-based program designed to provide students with a simplified financial aid process, provide predictable, portable awards, and increase access to a student's school of choice. Eligibility is determined by the student's expected family contribution as calculated through the Free Application for Federal Student Aid (FAFSA).

**Federal College Work-Study Program.** Undergraduate and graduate students receive jobs through this program. Wages vary but must be at least minimum wage.

**Federal Pell Grant program.** This is a nationwide, federal program. Funding to individual varies.

**Federal Perkins loans.** Students must be a Missouri resident and enrolled full-time in an approved Missouri school to qualify. Undergraduate funding is up to \$20,000.

**Federal PLUS loans for parents.** These loans may not exceed the cost of attendance.



## Federal Supplemental Educational Opportunities

**Grant.** This program offers awards of up to \$4,000 for undergraduate students who can demonstrate exceptional financial need. Priority is given to students who receive federal Pell grants.

**Marguerite Ross Barnett Memorial Scholarship.** This scholarship is an opportunity for employed students. Award amounts vary.

**Missouri A+ Schools Program.** Eligible students who graduate from a designated A+ high school may qualify for a state-paid financial incentive.

**Missouri Higher Education Academic Scholarship.** This is a merit-based scholarship for Missouri students who scored in the top 5% on the ACT or SAT assessment test. Award amounts vary based on whether the assessment score is in the 3% of the fourth and fifth percentiles.

**Missouri Savings for Tuition (MO\$T) Program.** This is a state and federal tax-deferred college savings program. Anyone (parents, grandparents, and relatives) may open and contribute to a MO\$T account, which has a lifetime account maximum of \$235,000. Parents or relatives should contact their tax professional about tax deductible contributions.

**Subsidized Federal Direct loan.** These loans enable students and their families to borrow low-interest loans directly from the federal government. Maximum loans are \$3,500 for the freshman year, \$4,500 for the sophomore year, and \$5,500 for junior and senior years. The federal government pays the interest while you are in school, during the loan's grace period, and when the loan is in deferment.

**Unsubsidized Federal Direct loans.** These loan opportunities mirror the subsidized, but there is an additional \$2,000 per year available for all who qualify. The borrower pays all of the interest.

# On the Educational Path



## Majorly Undecided?

If you are attending school and have not yet decided on a major program or you are rethinking your degree program, a quality career interest survey could be a valuable tool to determine the career path and educational program that is right for you. Visit with your school's career services personnel about the career fields that interest you or speak with advisors in programs that interest you.

Arrange opportunities to job shadow professionals in your career of interest. This can be an eye-opening experience, reinforcing your choice or presenting new information. Before deciding on a degree program, ask about job placement services for graduates to find out the assistance available to graduates and to determine how often graduates continue on the career path you have envisioned. Inquire about recent graduates who may be able to mentor you in your chosen field.

## Humming Right Along

If you are a college sophomore or junior and happy with your college experience, now is the best time to begin exploring job placement opportunities through your degree program and to investigate summer internships. Don't leave the process of finding a job to your senior year. Often a strong summer internship experience can transition into a full-time position at the same company after graduation, or it can be the quality that separates you from the rest of the pack when looking for your first job.

Not every degree program offers job placement services and access to summer internship programs, so don't be afraid to do your own legwork. Investigate companies or organizations in your area to see which ones offer summer internship opportunities. Often, companies that routinely hire interns will post those positions on their company website. A summer internship program can give you on-the-job experience indispensable to a first-time job search.

Student organizations also can provide quality connections to begin your job search. Many clubs invite professionals to speak to students. Attend these or help arrange them. When it comes to landing a job, a personal connection is invaluable.

## Oops, I Graduated

Your graduation date has been a goal for years, and now it is quickly approaching. If graduation brings as much anxiety as pride, it may be a good time to investigate job placement services.

Talk to your professors about the paths other graduates have taken. Attend career fairs if they are available, and always enter the door with a plan. If you have not yet chalked up an internship, talk to local firms about job shadowing opportunities. This may provide the information you need to put your best foot forward. Build career relationships as much as possible and pay attention to what employers want in a new employee.

# Learn the Habits of Success

Whether you are a high school or college student, developing good study-skill habits is an important ingredient to success. Here are some helpful tips to excel this semester and beyond:

## **Attend the First Class.**

Whether you are taking classes online or in school, be sure to attend the first session. It sets the tone and usually outlines the course content and requirements for the semester. You will know what is expected of you. Take notes from the first day, even if it is routine stuff you think you already know. Sitting close to the instructor helps you to focus and avoid distractions.

## **Be an Active Learner.**

Keep an open and curious mind. Listen carefully to the teacher for main ideas and concepts. Take good notes (and write clearly) in your class lectures and textbook readings. Use an outline form to help you distinguish between major and minor points, plus use the margins to jot down page numbers, examples or reminders. Organize and review your notes regularly.

## **Establish a Study Place.**

Set up a daily time and place to study. Your study place should have a desk, comfortable chair, good lighting, and all the supplies you need. The area should be free of distractions. If possible, avoid studying in an area where you routinely do other things.

## **Make Use of Study Resources.**

Use the library and other available resources. Find out about and use labs, tutors, videos, computer programs, and alternate sources of information.

## **Meet all deadlines.**

Write down all homework assignments, tests, and projects along with due dates. Manage your time so that you can deliver all assignments on the required dates. Procrastination is a problem that most students have to conquer. Recognize that “getting started” is important. Reward yourself for completing a task.

## **Read.**

Yes, crack open your books and read. Reading your assignments before the material is discussed in class gives you a learning advantage. Adjust your reading speed to the difficulty of the material and your ability. Get more out of your books by asking yourself questions while you read to test your understanding of the material. Ask your teacher questions if the material is not fully understood.



## **Put First Things First.**

Be self-motivated and self-disciplined. Today's students are often faced with many obligations (family, work, etc.) that make demands on their time. Effective time management strategies can help you prioritize and balance your time. Simple steps such as setting goals, planning and organizing, and communicating your ideas and needs with others can go a long way toward keeping you on track.

## **Discover What Works for You.**

Always look for new study-skill habits and strategies that may work for you. For instance, if you need to memorize definitions, formulas, or lists, try creating your own flashcards – put topics on one side of the card, answers on the other, and test yourself often. Some students take notes in a different color for each subject. There are many other techniques you can try.

## **Be Good to Yourself.**

Keeping your body healthy and alert will make studying much easier and allow you to retain more information. Get up and do something after studying for long periods of time. Stretch, take a walk, or get something to eat or drink. After your break, go back to studying. Review your notes to get a fresh start on your subject.

## **If a Problem Arises, Speak with Your Instructor.**

There are many problems that may occur during a semester: illness, personal crises, and conflicts. If a difficult situation arises, speak to your instructor as soon as possible. Many issues can be resolved simply by direct communication.

## **Keep Your Eye on the Goal.**

Avoid over-commitment and prioritize tasks. Don't let friends and acquaintances dictate what you consider important. Learn how to say “no” on occasion to protect the classroom and study time needed to reach your goals. Be confident and plan for success!



# Advice for Adult Learners

Whether it has been two years or twenty since you last attended school, adults returning to school or beginning on a new career path have unique strengths and challenges. As you look toward a new phase of life, either developing a new career or picking up a long-neglected career goal, it is very important to keep your goals in mind and establish new routines that support your goals. Your study skills may need some dusting, but you have the advantage of experience. Prize it and use it to your advantage.

Often, adults have responsibilities well beyond those of young students: a spouse, children or an existing job, maybe all of these. Because of this, it is important to begin with a plan. Find opportunities for support early in the process and develop habits that support your goals. This guide includes many resources in every area of the state to help you achieve your goals.

Also, as you explore your career options, keep in mind that there are many avenues to success. In addition to community colleges and four-year universities, apprenticeships, the military and career and technical education are available throughout Missouri. Find the educational program or training that is right for you.

## **GED® High School Equivalency**

Many people who did not finish high school have knowledge and skills comparable to people who did graduate. Most colleges and employers accept a GED certificate as being equivalent to a high school diploma. The GED (General Educational Development) Test is given at 27 sites throughout Missouri, and each year more than 9,000 Missouri residents earn their GED.

The GED Test is a battery of five multiple-choice tests that ask questions about subjects covered in high school. The exam covers reading, mathematics, social studies, science and writing skills. The writing skills portion includes a 200-word essay. The exam takes about seven hours to complete. Free assistance is available through adult education and literacy programs. For more information about preparing for the GED, visit [www.ged.mo.gov](http://www.ged.mo.gov).



## **Adult Education and Literacy**

Missouri Adult Education and Literacy (AEL) programs provide assistance that helps adults (age 16 years or older) get the basic skills they need to be productive workers, family members, and citizens. Many AEL programs are sponsored by local school districts, colleges, or community organizations.

There are 43 AEL locations across the state helping adults improve or review important basic skills, whether or not they already have a high school diploma. In most areas, classes are available during the day or evening. The major areas of support are GED preparation classes, adult basic education, adult secondary education, and English language acquisition. These programs emphasize basic skills such as reading, writing, math, English language competency, and problem-solving.

## **Nontraditional Students**

Many community colleges and four-year institutions have support organizations for adult learners and nontraditional students. These groups can provide a valuable social outlet with others who face similar challenges. Also, explore the student organizations available for your program. These clubs can often provide a path to your first job in a new career. Also, many schools offer math tutoring and writing centers to help students. Find out when they are open and what help they can offer.

# A Broad Base of Skills for Success

When you think about a future job or career, it can help to imagine yourself in the employer's shoes. What do they want in an employee? Which skills, knowledge and attitudes are required, and which ones stand out? Getting to know your career field of choice certainly helps, by reading, talking to people in the field, and experiencing the work through job shadowing and training. Employers throughout the state and across the nation can also help. Many have already identified what they want in an employee, and many times, certain desires emerge and repeat from one career field to the next.

While the Career Clusters framework groups occupations, it also groups the knowledge and skills you need to succeed into ten key areas. These areas include academic foundations; technical skills; problem solving and critical thinking; ethics and legal responsibilities; communication; information technology applications; leadership and teamwork; safety, health and environment; employability and career development; and systems. As you map your career plan, think about the activities, jobs, and education that can help you develop skills across these areas. Figure out where you shine, where you need work, and how you can show the skills you've learned.

## Academic Foundations

Don't let a fear of math hold you behind. It may not appear in a classified ad, but employers repeat over and over the value of basic math skills. From health care to construction to marketing, math has a part to play in how the job gets done. If you know you need help with math or reading, many schools, career centers, and AEL programs can guide you to the help you need to succeed.

## Technical Skills

Find the training or educational program that is right for you. Look at the end of this booklet for programs in your area. One- and two-year programs are available in all areas of Missouri to help people build the skills for a successful career.

## Problem Solving and Critical Thinking

Approach challenges with an open mind and a ready attitude.

## Ethics and Legal Responsibilities

When you have chosen a career field, learn all you can about the expectations and legal requirements. Participating in a career organization is a great way to find out what is expected and what is required of the job you hope to land.



## Communication

Every job involves at least a bit of customer service, if for no one other than your number one customer, your employer. Learn to speak and write professionally by practicing and watching those around you. A career mentor can guide you toward clear, friendly communication on the job. If you need help polishing a résumé or cover letter, your local Missouri Career Center can help.

## Information Technology Applications

Computers, handheld devices and other technologies are a common feature of today's workplace. If you need help with office equipment such as copiers and fax machines, your local Missouri Career Center can help. If knowledge of word processing and spreadsheets are needed, many community colleges and area career centers offer courses that can make someone with no experience look like a pro in three months or less.

## Leadership and Teamwork

Value the work of others. When you value what your coworkers do, they will value your work and help you succeed.

## Safety, Health and Environment

For any work place, there are rules of the road to guarantee safety and productivity. For many jobs, safety procedures are critical. When it comes to safety, if there are any questions in your mind, ask.

## Employability and Career Development

Get organized and be on time. Punctuality and a strong work ethic are often at the top of the list of attributes that employers seek. Consider weekly or daily 'to do' lists to make sure you are on target with your job and with your life.

## Systems

Learn how different jobs and professions within your chosen career field interact. The Internet can be a valuable tool to learn about the careers that interest you most, and career organizations can provide a wealth of knowledge.

# Covering All Your Expenses

**County by County Family Wage Calculator** <http://apps.oseda.missouri.edu/familywagecalc/>

1. For income, enter a monthly wage. This may be a weekly wage multiplied by 4.2 or a yearly wage divided by 12.
2. For expenses, complete the living modestly column, the living comfortably column or both. Living modestly means being a bit more thrifty and not spending quite as much as if you are living comfortably.
3. Visit <http://apps.oseda.missouri.edu/familywagecalc/>. Check the county where you live to find out how much a family needs to pay for their expenses. Note that the family wage calculator is more applicable for the living modestly column.

Income	Entry Wage Per Month	Average Wage Per Month
Monthly Wage	\$	\$
Taxes (25% of monthly wage for federal, state, and Social Security taxes)	\$	\$
Net Income (monthly wage - taxes)	\$	\$

Expense	Living Modestly Cost Per Month	Living Comfortably Cost Per Month
Rent / home mortgage	\$	\$
Electricity	\$	\$
Telephone and cell phone	\$	\$
Other utilities (natural gas, water, garbage)	\$	\$
Car and home insurance	\$	\$
Cable or satellite TV and Internet	\$	\$
Car payments, gas and maintenance	\$	\$
Health insurance	\$	\$
Food - eating out	\$	\$
Food - grocery store	\$	\$
Household (paper towels, light bulbs, etc.)	\$	\$
Clothing and shoes	\$	\$
Laundry	\$	\$
Entertainment	\$	\$
Vacation	\$	\$
Child care	\$	\$
Loan payments	\$	\$
Other (books, DVDs, gifts, hobbies)	\$	\$
Savings and investments	\$	\$
Donations	\$	\$
<b>Total Expenses</b>	<b>\$</b>	<b>\$</b>
<b>Net Income</b> (based on entry or average wage)	<b>\$</b>	<b>\$</b>
<b>Income minus Expenses</b>	<b>\$</b>	<b>\$</b>

# Managing Your Money



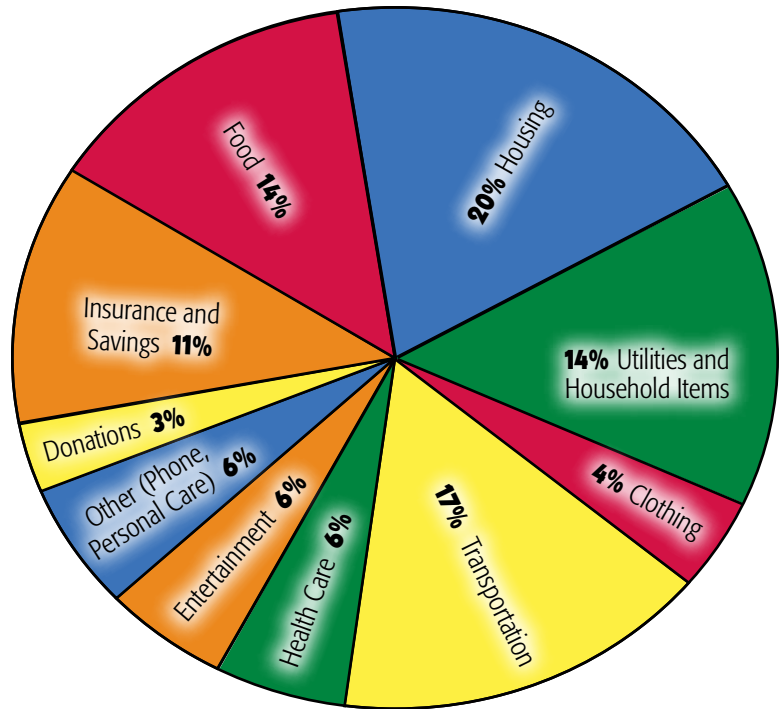
Preparing a budget gives an overall picture of how much spendable money you have and how this money will be divided in order to make a living. Due to the increases in the cost of food, utilities, car, gas and other essential expenses, it is necessary to periodically revise your budget to fit not only the changes in the costs of goods and services but also the changes in your standard of living.

Over 60% of a family's income is spent on the basic necessities of housing, utilities, transportation, food and household items leaving the remaining expendable income to be spent on other items such as clothing, insurance, cell phones, savings, entertainment, and repairs.

With the cost of the basic necessities increasing and salaries many times remaining the same or even decreasing, it is important that consumers become more conservative and aware of how they spend their money.

By simply eliminating a few unnecessary expenses such as eating out, spending money on luxury items such as designer clothes, specialty coffees, candy, gum, soda, bottled water, you will notice a considerable savings over a period of time.

## A Typical Family Budget



### CHECK THIS OUT!

**\$1.50 Bottled Water**  
**\$.95 Candy Bar**  
**\$2.75 Specialty Coffee**

**\$5.20 per day**

OR

**\$36.40 per week**

OR

**\$1,892.80 per year!**

### HOW MUCH DOES IT COST YOU TO LIVE?

The average household spends nearly two-thirds of its income on the combined costs of housing, transportation, food and household items. When looking at a household budget, it is important to consider routine daily expenses and how they can accumulate over time. Skipping one coffee drink, bottled water and candy bar each day can save you \$1,900 a year. That is enough for a nice vacation, a down payment on a new car, or a gift to a charity.

Source: Bureau of Labor Statistics

It is very important to not only prepare a budget but also to stick to it. Overspending your budget only causes constant worry as to how you are going to pay for many of the necessary items that you no longer have the money for.

Prepare, revise, and stick to your budget. Eliminate unnecessary expenses and take control of your money and spending. Don't let your spending take control of you.



# How Do You Look on Paper?



## Tips for an Effective Résumé

- Type your résumé (or print it on a computer printer). Use 8½" x 11" quality bond paper.
- Do not include irrelevant personal information (age, weight, height, marital status, etc.).
- Do not include everything you've done – be selective.
- Do not include salary and wages.
- Center or justify all headings. Don't use abbreviations.
- Be positive. Identify accomplishments.
- Highlight items that closely match the job requirements.
- Use action verbs.
- Use concise sentences. Keep it short (one page is best).
- Make sure your résumé "looks good" (neat and readable).
- Proof the master copy carefully. Have someone else proof the master copy as well.
- Inspect photocopies for clarity, smudges and marks.
- Use a lot of white space, capitals, underlining, and indentations to make things stand out.
- Consider using "bullets" to emphasize a point.

## Tips for Effective Cover Letters

Always enclose a cover letter when you mail out a résumé. Your major purpose is to interest an employer in hiring you. The first step is to get your résumé read. So keep these facts in mind when writing your cover letter:

- Address your letter to a specific person by name, when possible, and refer to the job opening, when known.
- The first 20 words are important – they should attract the reader's interest.
- Tell your story in terms of the contribution you can make to the employer.
- Ask for a job interview.
- Be sure to refer to your résumé – it gives the facts.
- Use simple, direct language, correct grammar, and of course, type neatly on standard size white paper (8½x11).
- Keep it short and to the point. You need not cover the same ground as your résumé. Your letter should sum up what you have to offer and act as an "introduction card" for your résumé.
- Use proper sentence structure, correct spelling and punctuation.
- Type your letters.
- Let your letter reflect your individuality, but avoid appearing aggressive, overbearing, familiar, "cute" or "humorous." You are writing to a stranger about a subject that is serious to both of you.
- With local firms, take the initiative in suggesting that you will telephone for an interview.

# Put Your Best Foot Forward

Above all other considerations for a personal interview, be on time for the appointment. “On time” does not mean “just in time.” Try to arrive between 15 and 30 minutes before your appointment. That way, you will not be in a rush if you need to fill out additional forms or papers, or submit to unexpected testing.

Know yourself. Reassess your skills, abilities, experiences and accomplishments before you walk in the interviewer’s door. Be ready to respond to questions about yourself. Be able to communicate how you can meet the employer’s needs.

Research the job. Before the interview, learn as much as you can about the organization. Research the product manufactured or the service provided. Resources include the Internet, company literature and brochures, telephone books and Chamber of Commerce publications. Friends, libraries and networking contacts also may be good sources.

Don’t “tune out” while the interviewer is speaking, thinking ahead to what you are going to say next. Instead, listen carefully to interview questions. Be as natural and comfortable as possible. Dress for the interview. Project an image that matches the requirements of the job and the company. Feel great about the way you look.

Salary and benefits should not appear to be your first—or only—concern in an interview. Despite their importance, don’t bring them up first. Generally, interviewers will not want to discuss salary until they have formed a favorable impression of you and have a “short list” of candidates. Likewise, let the interviewer lead into conversations about benefits. If you appear more interested in benefits than in performing the work, it can be a “turn off” for the interviewer.

Handle potentially discriminatory questions courteously. By law, pre-employment inquiries may not be asked that might discriminate on the basis of race, color, religion, sex, national origin or age. Answer only what relates to the job. If a question is inappropriate, try to steer the conversation back to more appropriate job-related information.



In discussing your previous jobs and work situations, never criticize former employers or former workmates, even if the interviewer expresses that same opinion.

Don’t be in a hurry to ask questions until the interviewer invites you to do that. The interviewer may have a “checklist” of information to communicate to all applicants in a specific order. The answer to your question might be further down the list, so be patient.

Don’t forget to thank the interviewer for the time spent with you. If the receptionist or other staff members offered you courtesies, such as directions, parking validation or a bottle of water, be sure and thank them too. (They might be asked for their opinion of you after you leave.)

# Become an Active Job Seeker



Assessing your strengths and creating your résumé will take some time, but not many days. Targeting employers and finding sources of job information will occupy most of your job-search time. Learn more about the economy in your local area and across Missouri. Anticipating which employers will offer jobs—before they even announce them—can put you a step ahead of job seekers who only respond to posted job openings.

One of the differences between effective job “searching” and an exhausting “chase” after employment is choosing to be active, rather than passive, in your methods.

## Active Job Seeking Tips

- Make your job hunting a full-time project. People work a 40-hour week for an employer. Don’t work less for yourself.
- Limit daily time spent reading job ads, in print and especially online. If you spend eight hours a day scanning job notices, you are just a reader, not a job hunter.
- Make an activity list for the start of every day. Outline telephone calls, interviews, job-board searches and other activities you are going to accomplish.
- Make a daily or weekly schedule—and stick to it. Having a routine helps you complete tasks.
- Keep a list of all employers you contact, the persons you spoke with, how you contacted them and the results of each contact. Keep your list handy to help you identify an email or phone call you might receive in response.
- Once you start your search, do not allow yourself little “vacations.” Unemployment is not a holiday, a vacation or an opportunity to rebuild your sun porch. Do not let others distract or take advantage of what they see as your “free time.” Don’t be diverted by projects, chores, errands, favors or recreations. Explain to others—and keep reminding yourself—that you have “work to do.”
- However, do not spend 60 or 70 hours a week on job hunting. An exhausted person makes a poor impression in a job interview.

## Seven New Rules of Work

1. **Be a Jack/Jill of All Trades** – The most employable worker is the multi-skilled, versatile worker.
2. **Get an Edge and Keep it Sharp** – Identify what you do best and continuously strive to improve upon and upgrade your skills.
3. **There is No ‘I’ in Team** – Today’s workforce is a partnership of employees who can interact with each other and apply their individual strengths for the good of all.
4. **Born to be Wired** – There is no substitute for computer and technology skills.
5. **Watch Your Language** – The ability to express yourself clearly and precisely is one of the skills employers value the most.
6. **May I Help You?** – The ability to maintain good customer relations is one of the most sought-after skills in any business.
7. **Networking Works** – You will always benefit from building a relationship with people both inside and outside the workplace.

Source: Connecticut Career Resource Network



# Nothing Beats Experience

While you are exploring career options, remember that nothing compares with the first-hand information you can get by trying out different interest areas. You can start out by talking with someone who works in a career field that interests you or complete a project at school related to a subject in that field.

Taking a hands-on career education course related to your career interests also can provide valuable technical and leadership skills. Volunteering within the community is a wonderful way to help others while exploring and developing new skills. Find out if a service-learning program is offered at your school. This program combines meaningful service to the community with classroom studies, and some programs may help with funding for college.

Overall, take advantage of your opportunities to participate in career fairs, work-based experiences, cooperative education, student organizations, internships and more.

Getting experiences such as these can help students become successful managers of their own educational and career plans. Getting enthused about your future can be a powerful motivator for success in school.

Another great way to get exposed to the “real world” of careers is to participate in job shadowing. These types of one-day experiences can take place any time of the year. They can help you see how your natural strengths and interests can translate to a career. It also exposes you to the importance of “soft skills,” such as good communication, responsibility, and teamwork.

Many job shadowing programs are conducted through schools with local chambers of commerce. Job shadow experiences also can be arranged by parents, school counselors, school programs, classes or community organizations.

Businesses also benefit from job shadowing because it gains them recognition with potential future employees, giving them an edge in recruitment, and it can attract more business as students spread word of a good experience.



## Tips for Students

- 1. Dress appropriately.** Professional dress shows you are taking the opportunity seriously.
- 2. Make a good first impression.** When meeting people, be sure to make eye contact and offer a firm handshake. Practice with friends and family members beforehand.
- 3. Be respectful and polite.** The person you shadow has the potential to be a valuable mentor. Do your best to impress them. Remember your manners, and do not chew gum or bring a cell phone.
- 4. Come prepared with questions.** For example, what education is required for your position? What do you most like about your job? What is the salary range that someone in this position can make? Asking questions will show you are interested and you will get more out of the experience.
- 5. Express your appreciation.** Thank your mentor for allowing you to shadow him or her when you meet, when you leave for the day and later with a handwritten thank you note. Again, you never know how the connections you make may end up helping you in the future.

## Tips for a Successful Job Shadow

Creating a successful job shadowing experience requires some planning. Junior Achievement of Mississippi Valley helped create these lists of tips for students.

## Tips for Employers

- 1. Have a plan.** Mentors need to prepare talking points. Students will be interested in the history of the business, its mission, its various departments, job opportunities and what is required for advancement, as well as the background of their particular mentors, including their career histories and education paths. Mentors also need to know what they will show students and, when fitting, even prepare tasks for the students to complete.
- 2. Create an informal interaction time.** Providing lunch is a good way to let the mentors and students get to know each other on a more personal level. This social time also helps students build confidence and important interpersonal skills.
- 3. Make it fun!** Keep the focus on the kids, and be flexible enough to work with their interests. Remember, a successful job shadow will get students excited about exploring their career options. Make it an upbeat, positive experience.

# Find Services in Your Area



## Using This Map

This map and the following pages show towns and cities throughout Missouri with career and educational services. While this is not a comprehensive list of all educational and training services, it can serve as a good starting point.

For more information on additional educational programs throughout the state, visit the Department of Higher Education website at [www.dhe.mo.gov](http://www.dhe.mo.gov).

For more information about many career services, visit the Division of Workforce Development's Missouri Career Source website at [www.missouricareersource.com](http://www.missouricareersource.com).



# Career and Education Services

## Apprenticeships

An apprenticeship program is a sound alternative to a four-year degree, especially if you are unsure about college. It is a chance to learn a skilled profession and increase knowledge and skills while earning a good wage. An apprenticeship is a combination of on-the-job training and related classroom instruction in which workers learn the practical and theoretical aspects of a highly-skilled occupation. Training for more than 240 occupations can be obtained through apprenticeship programs in Missouri, such as carpenter, electrician, chef, firefighter, truck driver, machinist, logistics engineer, automobile mechanic, heating and air-conditioning installation and service.

### >> More Information

U.S. Department of Labor  
[oa.doleta.gov/bat.cfm](http://oa.doleta.gov/bat.cfm)

## Independent Two-Year Colleges

These schools, known as private schools, are mainly supported by private funds and feature programs that traditionally take two years to complete.

### >> More Information

Department of Higher Education  
[www.dhe.mo.gov](http://www.dhe.mo.gov)  
 (473)751-2361

## Independent Four-Year Colleges

These schools, known as private schools, are mainly supported by private funds and feature programs that traditionally take four years to complete.

## Professional/Technical Schools

These degree and non-degree granting institutions' programs are designed to prepare students for direct entry into the workforce. Missouri's professional and technical institutions have a strong focus on health care – a field with a strong growth outlook.

## Public Two-Year Colleges

These schools, known as community colleges, are mainly supported by public funds. Their programs traditionally take two years to complete. Many community colleges offer programs and courses through area career centers.

## Public Four-Year Colleges

These schools are mainly supported by public funds. Their programs traditionally take four years to complete.

## Area Career Centers

Missouri has 57 area career centers across the state that offer high school and adult students a number of programs in the health sciences and skilled technical sciences, such as automotive technology and collision repair, construction technology, electronics, and machine tool technology. Programs offered are usually one- and two-year certificate programs with many offering third-party industry certification.

### >> More Information

Department of Elementary and Secondary Education  
[www.dese.mo.gov/careered](http://www.dese.mo.gov/careered)  
 (573)751-3500

## Missouri Career Centers

Located in 43 cities and towns across the state, Missouri Career Centers house trained, friendly workforce specialists that provide valuable career assistance services to job seekers and businesses—at no cost. The centers can help you:

### >> More Information

Division of Workforce Development  
[www.missouricareersource.com](http://www.missouricareersource.com)  
 (888)728-JOBS (5627)

- Find the right career for your needs and skill sets
- Prepare an eye-catching résumé
- Complete job applications and other paperwork—even online
- Register on MissouriCareerSource.com—Missouri's jobmatching resource—and learn where the jobs are
- Practice and improve interviewing skills
- Access education, certification and training services to improve skills
- Learn to use supportive equipment, like computers, telephones, fax machines and copiers
- Navigate Veterans Employment Services

## Vocational Rehabilitation Centers

The Missouri Division of Vocational Rehabilitation specializes in employment and training services to assist eligible individuals with disabilities. Individualized services can include vocational assessment; guidance and counseling; job-seeking skills and placement; and job training. The centers also provide assistance with transition services, supported employment services, assistive technology services and the Ticket to Work program.

### >> More Information

Vocational Rehabilitation  
[www.vr.dese.mo.gov](http://www.vr.dese.mo.gov)  
 (877)222-8963

## GED® Testing Centers

The GED (General Educational Development) Test is given at 27 sites throughout Missouri. Most colleges and employers accept a GED certificate as being equivalent to a high school diploma. These centers only provide the testing. Assistance to prepare for the exam is available through the AEL Centers.

### >> More Information

Department of Elementary and Secondary Education  
[www.ged.mo.gov](http://www.ged.mo.gov)  
 (573)751-3504

## Adult Education and Literacy Centers

There are 43 AEL locations across the state helping adults improve or review important basic skills. The major areas of support are GED preparation, adult basic education, and English language acquisition. For up-to-date locations and phone numbers, visit [www.ael.mo.gov](http://www.ael.mo.gov). AEL centers coordinate classes throughout their service areas. Contact the local AEL office to find locations for classes in your area, including GED preparation.

### >> More Information

Department of Elementary and Secondary Education  
[www.ael.mo.gov](http://www.ael.mo.gov)  
 (800)521-READ (7323)



**Arnold**

Missouri Career Center  
(636)287-8909

**Bethany**

North Central Career Center  
*Area Career Center*  
(660)425-2196  
www.shr2.k12.mo.us

**Blue Springs**

Blue Springs R-IV School District  
*Adult Education and Literacy Center*  
(816)224-1363

**Bolivar**

Bolivar Technical College  
*Professional/Technical College*  
(417)777-5062  
www.bolivarcollege.org

Southwest Baptist University  
*Independent Four-Year College*  
(800)526-5859  
www.sbuniv.edu

**Bonne Terre**

UniTec Career Center  
*Area Career Center*  
(573)358-2271  
www.ncsd.k12.mo.us/ucc/

UniTec Career Center  
*Adult Education and Literacy Center*  
(573)358-3011

**Boonville**

Boonslick Technical  
Education Center  
*Area Career Center*  
(660)882-5306  
www.btec.boonville.k12.mo.us

**Branson**

Missouri Career Center  
(417)334-4156

**Brookfield**

Brookfield Area Career Center  
*Area Career Center*  
(660)258-2682  
www.brookfield.k12.mo.us/  
index.php/acc

**Camdenton**

Lake Career and Technical Center  
*Area Career Center*  
(573)346-9260  
www.camdentonschools.org

Lake Career and Technical Center  
*Adult Education and Literacy Center*  
(573)346-5616

Missouri Career Center  
(573)346-5616

**Canton**

Culver-Stockton College  
*Independent Four-Year College*  
(573)288-6000  
www.culver.edu

**Cape Girardeau**

Cape Girardeau Career &  
Technology Center  
*Area Career Center*  
(573)431-4593  
ctc.capetigers.com/

Cape Girardeau Public Schools  
*Adult Education and Literacy Center*  
(573)334-3669

Missouri Career Center  
(573)290-5766

Southeast Missouri State University  
*Public Four-Year College*  
(573)651-2000  
www.semo.edu

Southeast Missouri State University  
*GED Testing Center*  
(573)651-2836

Southeast Missouri Hospital College  
of Nursing & Health Sciences  
*Professional/Technical College*  
(573)334-6825  
www.southeastmissouri  
hospitalcollege.edu

Vocational Rehabilitation Center  
(573)290-5788

**Carrollton**

Carrollton Area Career Center  
*Area Career Center*  
(660)542-0000  
www.trojans.k12.mo.us/cacc

**Carthage**

Carthage Technical Center  
*Area Career Center*  
(417)359-7026  
www.carthage.k12.mo.us/tc  
Carthage R-IX School District  
*Adult Education and Literacy Center*  
(417)359-7016

**Caruthersville**

Caruthersville School District  
*Adult Education and Literacy Center*  
(573)333-6100, ext. 1

Missouri Career Center  
(573)333-0409

**Chesterfield**

Logan University  
*Professional/Technical College*  
(800)782-3344  
www.logan.edu

**Chillicothe**

Grand River Technical School  
*Area Career Center*  
(660)646-3414  
www.grts.org

Missouri Career Center  
(660)646-0671

Vocational Rehabilitation Center  
(660)646-1542

**Clinton**

Clinton Technical School  
*Area Career Center*  
(660)885-6101  
www.clinton.k12.mo.us/  
index.php?page=ts

Missouri Career Center  
(660)885-5541

**Columbia**

Columbia Career Center  
*Area Career Center*  
(573)214-3800  
www.career-center.org

Columbia College  
*Independent Four-Year College*  
(573)875-8700  
www.ccis.edu

Columbia Public School  
*Adult Education and Literacy Center*  
(573)214-3690

Missouri Career Center  
(573)882-8821

Stephens College  
*Independent Four-Year College*  
(573)442-2211  
www.stephens.edu

University of Missouri - Columbia  
*Public Four-Year College*  
(573)882-2121  
www.missouri.edu

University of Missouri - Columbia  
*GED Testing Center*  
(573)882-4801

Vocational Rehabilitation Center  
(573)882-9110

**>> Please Note:** All of the location, phone number, and website data for these career and education resources are current as of September 2010. Please reference the appropriate resources on page 25 for up-to-date information.

## Doniphan

Current River Career Center  
*Area Career Center*  
(573)996-2915  
crlink.tec.mo.us

## East Prairie

Susanna Wesley  
Family Learning Center  
*Adult Education and Literacy Center*  
(573)649-3731

## Eldon

Eldon Career Center  
*Area Career Center*  
(573)392-8060  
www.eldoncareercenter.org

## Eolia

Pike-Lincoln Technical Center  
*Area Career Center*  
(573)485-2900  
www.pltc.k12.mo.us

## Eureka

Rockwood R-VI School District  
*Area Career Center*  
(573)485-2900  
www.pltc.k12.mo.us

Rockwood R-VI School District  
*Adult Education and Literacy Center*  
(573)733-2161

## Excelsior Springs

Excelsior Springs Area  
Career Center  
*Area Career Center*  
(816)630-9240  
tigernet.estigers.k12.mo.us/esacc

## Farmington

Vocational Rehabilitation Center  
(573)218-6100

## Fayette

Central Methodist University  
*Independent Four-Year College*  
(660)248-3391  
www.centralmethodist.edu

## Florissant

Missouri Career Center  
(314)877-3010  
Vocational Rehabilitation Center  
(314)877-3200

## Fort Leonard Wood

Missouri Career Center  
(573)596-0294  
Truman Education Center  
*GED Testing Center*  
(573)596-0172, ext. 30

## Fulton

Westminster College  
*Independent Four-Year College*  
(573)642-3361  
www.westminster-mo.edu  
William Woods University  
*Independent Four-Year College*  
(573)642-2251  
www.williamwoods.edu

## Gladstone

Vocational Rehabilitation Center  
(816)467-7900

## Hannibal

Hannibal Career and  
Technical Center  
*Area Career Center*  
(573)221-4430  
www.hannibal.tec.mo.us  
Hannibal Career and  
Technical Center  
*Adult Education and Literacy Center*  
(573)221-4430, ext. 3002  
Hannibal-LaGrange College  
*Independent Four-Year College*  
(573)221-3675  
www.hlg.edu  
Hannibal-LaGrange College  
*GED Testing Center*  
(573)221-3675  
Missouri Career Center  
(573)248-2520  
Vocational Rehabilitation Center  
(573)248-2410

## Harrisonville

Cass Career Center  
*Area Career Center*  
(816)380-3253  
www.casscareercenter.com

## Hayti

Pemiscot County Career &  
Technology Center  
*Area Career Center*  
(573)359-2601  
www.pcassd.k12.mo.us

## Hillsboro

Jefferson College  
*Public Two-Year College*  
and *Area Career Center*  
(636)797-3000  
www.jeffco.edu

Jefferson College  
*GED Testing Center*  
(636)797-3000, ext. 154 or  
(636)942-3000, ext. 154

Jefferson College  
*Adult Education and Literacy Center*  
(636)797-3000, ext. 164

## Houston

Houston R-I School District  
*Adult Education and Literacy Center*  
(417)967-8520

Texas County Technical Institute  
*Professional/Technical College*  
(417)967-5466  
www.texascountytech.edu

## Independence

Metropolitan Community  
College - Blue River  
*Public Two-Year College*  
(816)604-6500  
www.mcckc.edu

Metropolitan Community  
College - Blue River  
*GED Testing Center*  
(816)604-6777

Fort Osage Career &  
Technology Center  
*Area Career Center*  
(816)650-7180  
www.fortosage.net/education/  
school/school.php?sectionid=12

Independence Adult Basic Education  
*Adult Education and Literacy Center*  
(816)521-5507

Missouri Career Center  
(816)325-5890

## Ironton

Arcadia Valley Career  
Technology Center  
*Area Career Center*  
(573)431-4593  
www.mineralarea.edu

## Jefferson City

Adult Learning Center  
*Adult Education and Literacy Center*  
(573)659-3122

Department of Corrections  
Adult Instruction  
*Adult Education and Literacy Center*  
(573)526-0934

Department of Elementary and  
Secondary Education  
*GED Testing Center*  
(573)751-3504

Lincoln University  
*Public Four-Year College*  
(573)681-5000  
www.lincolnu.edu

Missouri Career Center  
(573)526-8115

Nichols Career Center  
*Area Career Center*  
(573)659-3100  
www.jcps.k12.mo.us

Vocational Rehabilitation Center  
(573)751-2343

## Joplin

AEL Learning Center  
*Adult Education and Literacy Center*  
(417)625-5263

Franklin Technology Center  
*Area Career Center*  
(417)659-4400 - MSSU campus  
(417)625-5269 - Iowa St. campus  
www.franklintechjoplin.com

Missouri Career Center  
(417)629-3000

Missouri Southern State University  
*Public Four-Year College*  
(417)625-9300  
www.mssu.edu

Missouri Southern State University  
*GED Testing Center*  
(417)625-9324

Vocational Rehabilitation Center  
(417)629-3067



### Kansas City

Avila University  
*Independent Four-Year College*  
(816)942-8400  
www.avila.edu

Cleveland Chiropractic College  
*Professional/Technical College*  
(800)467-2252  
www.clevelandchiropractic.edu

Kansas City ABE  
*Adult Education and Literacy Center*  
(816)418-5243

Kansas City Art Institute  
*Professional/Technical College*  
(816)474-5224  
www.kcai.edu

Kansas City University of  
Medicine & Biosciences  
*Professional/Technical College*  
(800)234-4847  
www.kcumb.edu

Manual Career and  
Technical Education Center  
*Area Career Center*  
(816)418-5200  
www.kcmsd.net/mctc

Metropolitan Community  
College - Business & Technology  
*Public Two-Year College*  
(816)604-5200  
www.mcckc.edu

### Kansas City (cont'd)

Metropolitan Community  
College - Maple Woods  
*Public Two-Year College*  
(816)604-3000  
www.mcckc.edu

Metropolitan Community  
College - Maple Woods  
*GED Testing Center*  
(816)604-3200

Metropolitan Community  
College - Penn Valley  
*Public Two-Year College*  
(816)604-4000  
www.mcckc.edu

Metropolitan Community  
College - Penn Valley  
*GED Testing Center*  
(816)604-4433

Missouri Career Center  
Kansas City, Downtown  
(816)471-2330

Missouri Career Center  
Kansas City, Northland  
(816)437-3635

Missouri Career Center  
Kansas City, South  
(816)325-1000

Northland Human Services Center  
*Adult Education and Literacy Center*  
(816)413-5480

Rockhurst University  
*Independent Four-Year College*  
(816)501-4000  
www.rockhurst.edu

### Kansas City (cont'd)

University of Missouri - Kansas City  
*Public Four-Year College*  
(816)235-1000  
www.umkc.edu

Vocational Rehabilitation Center  
(816)889-2581

### Kennett

Missouri Career Center  
(573)888-4518

Kennett Career &  
Technology Center  
*Area Career Center*  
(573)717-1123  
www.kennett.k12.mo.us/car.php

### Kirkville

A. T. Still University of  
Health Sciences  
*Professional/Technical College*  
(660)626-2121  
www.atsu.edu

Kirkville Area Technical Center  
*Adult Education and Literacy Center*  
(660)665-2865

Kirkville Area Technical Center  
*Area Career Center*  
(660)665-2865  
www.kirkville.k12.mo.us/  
Tech\_Center/index.html

Missouri Career Center  
(660)785-2400

Truman State University  
*Public Four-Year College*  
(660)785-4000  
www.truman.edu

Vocational Rehabilitation Center  
(660)785-2550

### Kirkwood

St. Louis Community  
College - Meramec  
*Public Two-Year College*  
(314)984-7500  
www.stlcc.edu/mc

St. Louis Community  
College - Meramec  
*Adult Education and Literacy Center*  
(314)984-7777

### Lamar

Lamar Area Vo-Tech  
*Area Career Center*  
(417)682-3384  
www.lamar.k12.mo.us

### Lebanon

Lebanon Technology and  
Career Center  
*Area Career Center*  
(417)532-5494  
www.lebanon.k12.mo.us/ltcc

Lebanon Technology and  
Career Center  
*Adult Education and Literacy Center*  
(417)532-5494

Missouri Career Center  
(417)532-6146

### Lee's Summit

Metropolitan Community  
College - Longview  
*Public Two-Year College*  
(816)604-2000  
www.mcckc.edu

Metropolitan Community  
College - Longview  
*GED Testing Center*  
(816)604-2661

Vocational Rehabilitation Center  
(816)622-0611

### Lexington

Lex La-Ray Technical Center  
*Area Career Center*  
(660)259-2264  
www.lexlaray.com

Missouri Career Center  
(660)259-4671

Wentworth Military Academy  
*Independent Two-Year College*  
(800)962-7682  
www.wma1880.org

### Liberty

William Jewell College  
*Independent Four-Year College*  
(816)781-7700  
www.jewell.edu

### Linn

Linn State Technical College  
*Public Two-Year College*  
and Area Career Center  
(573)897-5196  
www.linnstate.edu

### Louisburg

Dallas County Career Center  
*Area Career Center*  
(417)752-3491  
www.dallasr1.k12.mo.us



**>> Please Note:** All of the location, phone number, and website data for these career and education resources are current as of September 2010. Please reference the appropriate resources on page 25 for up-to-date information.

## Macon

Macon AVTS  
*Area Career Center*  
(660)385-2158  
[www.macon.k12.mo.us/Vocational/](http://www.macon.k12.mo.us/Vocational/)  
Macon AVTS  
*Adult Education and Literacy Center*  
(660)385-2158

## Marshall

Missouri Valley College  
*Independent Four-Year College*  
(660)831-4000  
[www.moval.edu](http://www.moval.edu)  
Saline County Career Center  
*Area Career Center*  
(660)886-6958 ext. 247  
[www.marshallschools.com/sccc](http://www.marshallschools.com/sccc)

## Maryville

Missouri Career Center  
(660)582-8980  
Northwest Missouri State University  
*Public Four-Year College*  
(660)562-1212  
[www.nwmissouri.edu](http://www.nwmissouri.edu)  
Northwest Missouri State University  
*GED Testing Center*  
(660)562-1220  
Northwest Missouri State University  
*Adult Education and Literacy Center*  
(660)562-5615  
Northwest Technical School  
*Area Career Center*  
(660)562-3022  
[www.ed2go.com/nts/index.html](http://www.ed2go.com/nts/index.html)

## Mexico

Davis Hart Career Center  
*Area Career Center*  
(573)581-5684  
[www.mexicoschools.net](http://www.mexicoschools.net)  
Missouri Career Center  
(573)581-4576

## Moberly

Missouri Career Center  
(660)263-5850  
Moberly Area Community College  
*Public Two-Year College*  
(660)263-4110  
[www.macc.edu](http://www.macc.edu)  
Moberly Area Community College  
*GED Testing Center*  
(660)263-4110, ext. 278  
Moberly Area Community College  
*Adult Education and Literacy Center*  
(660)263-4110, ext. 382  
Moberly Area Technical Center  
*Area Career Center*  
(660)269-2690  
[www.moberly.k12.mo.us/matc.html](http://www.moberly.k12.mo.us/matc.html)

## Monett

Missouri Career Center  
(417)235-7877  
Southwest Area Career Center  
*Area Career Center*  
(417)235-7022  
[www.swacc.monett.k12.mo.us](http://www.swacc.monett.k12.mo.us)

## Mountain Grove

Ozark Mountain Technical Center  
*Area Career Center*  
(417)926-3177  
[www.mgr3.k12.mo.us/omtc](http://www.mgr3.k12.mo.us/omtc)

## Neosho

Crowder College  
*Area Career Center and Public Two-Year College*  
(417)451-3223  
[www.crowder.edu](http://www.crowder.edu)  
Crowder College  
*GED Testing Center*  
(417)455-5521  
Crowder College AEL  
*Adult Education and Literacy Center*  
(417)455-5521

## Nevada

Cotter College  
*Independent Two-Year College*  
(417)667-8181  
[www.cotter.edu](http://www.cotter.edu)  
Missouri Career Center  
(417)448-1177  
Nevada Regional Technical Center  
*Area Career Center*  
(417)448-2090  
[www.nevada.k12.mo.us/NRTC](http://www.nevada.k12.mo.us/NRTC)  
Nevada Regional Technical Center  
*Adult Education and Literacy Center*  
(417)448-2016  
Vocational Rehabilitation Center  
(417)448-1332  
New Madrid  
New Madrid County R-I  
Technical Skills Center  
*Area Career Center*  
(573)688-2165  
[www.newmadridco.k12.mo.us](http://www.newmadridco.k12.mo.us)

## Park Hills

Mineral Area College  
*Public Two-Year College*  
(573)431-4593  
[www.mineralarea.edu](http://www.mineralarea.edu)  
Mineral Area College  
*GED Testing Center*  
(573)518-2202

Missouri Career Center  
(573)454-2191

## Parkville

Park University  
*Independent Four-Year College*  
(816)741-2000  
[www.park.edu](http://www.park.edu)

## Perryville

Perryville Area Career and Technology Center  
*Area Career Center*  
(573)547-7500  
[www.perryville.k12.mo.us/careercenter/index.htm](http://www.perryville.k12.mo.us/careercenter/index.htm)

## Platte City

Northland Career Center  
*Area Career Center*  
(816)858-5505  
[www.northlandcareercenter.com](http://www.northlandcareercenter.com)

## Point Lookout

College of the Ozarks  
*Independent Four-Year College*  
(417)334-6411  
[www.cofo.edu](http://www.cofo.edu)

## Poplar Bluff

Missouri Career Center  
(573)840-9595  
Poplar Bluff Adult Learning Center  
*Adult Education and Literacy Center*  
(573)686-2011  
Poplar Bluff Technical Career Center  
*Area Career Center*  
(573)785-2248  
[www.r1schools.org](http://www.r1schools.org)  
Three Rivers Community College  
*Public Two-Year College*  
(877)879-8722  
[www.trcc.edu](http://www.trcc.edu)  
Three Rivers Community College  
*GED Testing Center*  
(573)840-9667  
Vocational Rehabilitation Center  
(573)840-9550

## Raytown

Herndon Career Center  
*Area Career Center*  
(816)268-7140  
[www.herndoncareercenter.com](http://www.herndoncareercenter.com)

## Reeds Spring

Gibson Technical Center  
*Area Career Center*  
(417)272-3271  
[www.wolves.k12.mo.us/gtc](http://www.wolves.k12.mo.us/gtc)

## Rolla

Missouri Career Center  
(573)364-7030  
Missouri University of Science and Technology  
*Public Four-Year College*  
(573)341-4111  
[www.mst.edu](http://www.mst.edu)  
Rolla Technical Institute/Center  
*Area Career Center*  
(573)458-0160  
[www.rolla.k12.mo.us/schools/rtirtc](http://www.rolla.k12.mo.us/schools/rtirtc)  
Rolla Technical Institute  
*Adult Education and Literacy Center*  
(573)458-0150  
Vocational Rehabilitation Center  
(573)368-2266

**Sedalia**

Missouri Career Center  
(660)530-5627

State Fair Community College  
*Area Career Center and  
Public Two-Year College*  
(660)530-5800  
www.sfccmo.edu

State Fair Community College  
*Adult Education and Literacy Center*  
(660)596-7289

Vocational Rehabilitation Center  
(660)530-5560

**Sikeston**

Missouri Career Center  
(573)472-5250

Sikeston Career and  
Technology Center  
*Area Career Center*  
(573)471-5442  
www.sikeston.k12.mo.us/sctc

Sikeston R-VI  
*Adult Education and Literacy Center*  
(573)471-9469

**Springfield**

Cox College  
*Professional/Technical College*  
(417)269-3401  
www.coxcollege.edu

Drury University  
*Independent Four-Year College*  
(417)873-7879  
www.drury.edu

Evangel University  
*Independent Four-Year College*  
(417)865-2815  
www.evangel.edu

Missouri Career Center  
(417)887-4343

Missouri State University  
*Public Four-Year College*  
(417)836-5000  
www.missouristate.edu

Missouri State University  
*GED Testing Center*  
(417)836-5116

Ozarks Technical  
Community College  
*Area Career Center and  
Public Two-Year College*  
(417)447-7500  
www.otc.edu

**Springfield (cont'd)**

Ozarks Technical  
Community College  
*Adult Education and Literacy Center*  
(417)447-8861

Ozarks Technical  
Community College  
*GED Testing Center*  
(417)447-6982

Vocational Rehabilitation Center  
Springfield, North  
(417)895-5863

Vocational Rehabilitation Center  
Springfield, South  
(417)895-5720

**St. Charles**

Lewis & Clark Career Center  
*Area Career Center*  
(636)443-4000  
www.stcharles.k12.mo.us/schools/  
lewis\_clark.htm

Lindenwood University  
*Independent Four-Year College*  
(636)949-2000  
www.lindenwood.edu

St. Charles Community College  
*Adult Education and Literacy Center*  
(636)922-8411

St. Charles Community College  
*GED Testing Center*  
(636)922-8629

Vocational Rehabilitation Center  
(636)940-3300

**St. Joseph**

Adult Learning Center  
*Adult Education and Literacy Center*  
(816)671-4020

Hillyard Technical Center  
*Area Career Center*  
(816)671-4170  
www.hillyardtech.com

Missouri Career Center  
(816)387-2380

Missouri Western State University  
*Public Four-Year College*  
(816)271-4200  
www.missouriwestern.edu

Missouri Western State University  
*GED Testing Center*  
(816)271-4327

Vocational Rehabilitation Center  
(816)387-2280

**St. Louis**

Adult Learning Center  
*Adult Education and Literacy Center*  
(314)367-5000

Fontbonne University  
*Independent Four-Year College*  
(314)862-3456  
www.fontbonne.edu

Goldfarb School of Nursing at  
Barnes-Jewish College  
*Professional/Technical College*  
(314)454-7055  
www.barnesjewishcollege.edu

Harris-Stowe State University  
*Public Four-Year College*  
(314)340-3366  
www.hssu.edu

Harris-Stowe State University  
*GED Testing Center*  
(314)340-3654  
(314)340-3647

Hi-Tech Charities  
*Adult Education and Literacy Center*  
(314)389-5737, ext. 112

Maryville University of St Louis  
*Independent Four-Year College*  
(314)529-9300  
www.maryville.edu

Missouri Baptist University  
*Independent Four-Year College*  
(314)414-1115  
www.mobap.edu

Missouri Career Center  
St. Louis, Central  
(314)877-0916

Missouri Career Center  
St. Louis, Deer Creek  
(314)877-0001

Missouri Career Center  
St. Louis, North Oaks  
(314)381-6700

Missouri Career Center  
St. Louis, South  
(314)416-2917

Missouri Career Center  
St. Louis, Downtown  
(314)589-8000

Parkway Area AEL  
*Adult Education and Literacy Center*  
(314)415-4943

**St. Louis (cont'd)**

Ranken Technical College  
*Professional/Technical College*  
(314)371-0236  
www.ranken.edu

Ritenour School District  
*Adult Education and Literacy Center*  
(314)429-7900

St. Louis College of Pharmacy  
*Professional/Technical College*  
(314)367-8700  
www.stlcop.edu

St. Louis Community College -  
Forest Park  
*Public Two-Year College*  
(314)644-9100  
www.stlcc.edu/fp

St. Louis Community College -  
Forest Park  
*GED Testing Center*  
(314)644-9233

St. Louis Community College -  
Florissant Valley  
*Public Two-Year College*  
(314)513-4200  
www.stlcc.edu/fv

St. Louis University  
*Independent Four-Year College*  
(314)977-2222  
www.imagine.slu.edu

St. Louis University  
*GED Testing Center*  
(314)977-2963

University of Missouri - St. Louis  
*Public Four-Year College*  
(314)516-5000  
www.umsl.edu

Washington University  
*Independent Four-Year College*  
(314)935-5000  
www.wustl.edu

Webster University  
*Independent Four-Year College*  
(314)968-6900  
www.websteruniv.edu

Vocational Rehabilitation Center  
St. Louis, Downtown  
(314)877-2940

Vocational Rehabilitation Center  
St. Louis, South  
(314)877-1900

Vocational Rehabilitation Center  
St. Louis, West  
(314)877-1530

**>> Please Note:** All of the location, phone number, and website data for these career and education resources are current as of September 2010. Please reference the appropriate resources on page 25 for up-to-date information.



## St. Peters

Missouri Career Center  
(636)278-1360

St. Charles Community College  
*Public Two-Year College*  
(636)922-8000  
[www.stchas.edu](http://www.stchas.edu)

## Town & Country

Special School District  
of St. Louis County  
*Area Career Center*  
(314)989-8275  
[www.ssd.k12.mo.us/Tech\\_ed](http://www.ssd.k12.mo.us/Tech_ed)

## Trenton

Missouri Career Center  
(660)359-3533

North Central Missouri College  
*Public Two-Year College*  
(660)359-3948  
[www.ncmissouri.edu](http://www.ncmissouri.edu)

North Central Missouri College  
*Adult Education and Literacy Center*  
(660)359-3622, ext. 12

North Central Missouri College  
*GED Testing Center*  
(660)359-3948

## Union

East Central College  
*Public Two-Year College*  
(636)583-5193  
[www.eastcentral.edu](http://www.eastcentral.edu)

East Central College  
*GED Testing Center*  
(636)583-5195, ext. 2364

East Central College  
*Adult Learning Center*  
*Adult Education and Literacy Center*  
(636)584-6533

## University City

University City AEL  
*Adult Education and Literacy Center*  
(314)993-6402

## Vandalia

Van Far R-I School District  
*Adult Education and Literacy Center*  
(573)594-6111

## Warrensburg

Missouri Career Center  
(660)429-2504

University of Central Missouri  
*Public Four-Year College*  
(660)543-4111  
[www.ucmo.edu](http://www.ucmo.edu)

University of Central Missouri  
*GED Testing Center*  
(660)543-4919

Warrensburg Area Career Center  
*Area Career Center*  
(660)747-2283  
[warrensburg.k12.mo.us/schools/wacc/main](http://warrensburg.k12.mo.us/schools/wacc/main)

## Warrenton

Missouri Career Center  
(636)456-9467

## Washington

Four Rivers Career Center  
*Area Career Center*  
(636)239-7777  
[www.washington.k12.mo.us/schools/frcc/index.html](http://www.washington.k12.mo.us/schools/frcc/index.html)

Missouri Career Center  
(636)239-6703

## Waynesville

Waynesville Career Center  
*Area Career Center*  
(573)774-6106  
[www.waynesville.k12.mo.us/schools/career\\_center](http://www.waynesville.k12.mo.us/schools/career_center)  
Waynesville R-VI School District  
*Adult Education and Literacy Center*  
(573)774-6179

## West Plains

Missouri Career Center  
(417)256-3158

Missouri State University -  
West Plains  
*Public Two-Year College*  
(417)255-7255  
[www.wp.missouristate.edu](http://www.wp.missouristate.edu)

Missouri State University -  
West Plains  
*GED Testing Center*  
(417)255-7940

South Central Career Center  
*Area Career Center*  
(417)256-6152  
[wphs.k12.mo.us/education/school/school.php?sectionid=5](http://wphs.k12.mo.us/education/school/school.php?sectionid=5)

West Plains R-VII School District  
*Adult Education and Literacy Center*  
(417)256-7788

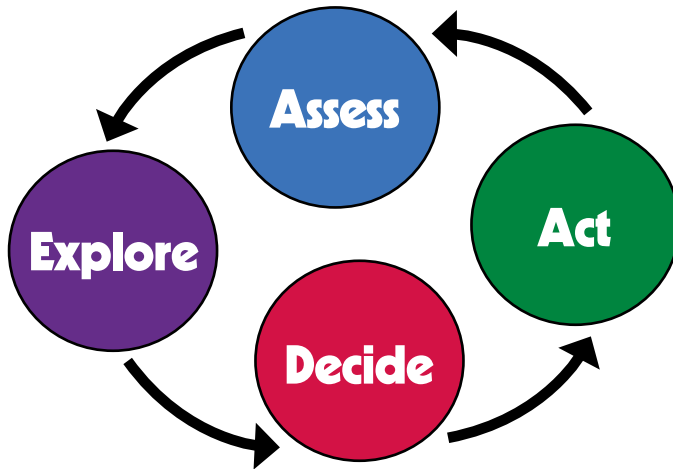
Vocational Rehabilitation Center  
(417)256-8294

## Wildwood

St. Louis Community  
College - Wildwood  
*Public Two-Year College*  
(636)422-2000  
[www.stlcc.edu/www](http://www.stlcc.edu/www)



# Create a Plan and Stick to It



Armed with information about career, educational and training resources in your region, you can begin to develop your career and educational plan. As you make plans, it is important to keep them flexible. Be ready to take advantage of new opportunities, and don't let unexpected challenges derail your goals.

These tips may help you create a plan and follow through to success:

## **Use the Career Development Process.**

Many counselors recommend a simple process for career planning that involves a cycle of actions: assess, explore, decide and act. Start by assessing yourself, what direction you would like to take your career, your interests, your strengths. Next, explore different careers and educational or training programs available. Decide on a plan of action, and put it to work. Keep your plan on hand so that you can remember what you decided to do and how the different pieces fit together. Once you have taken action on the plan, the cycle continues as you assess what you have done and continue the process.

## **Make a Schedule.**

Develop a daily or weekly schedule for yourself, and do your best to stick to it. You can always adjust your schedule if it seems unrealistic or too rigid, but routine activities are a key to success. If you spend your money without planning a budget and making notes in a checkbook register, you can develop big problems very fast. Your time is at least as important as your money. Budget your time with a daily or weekly routine.

## **Get Organized.**

Create a space for papers and materials related to your career goals and education, and keep things in order. This space could be a box, a drawer or a desk. If you are taking classes, keep your folders and notebooks tidy and in order, and have a separate space for papers related to your program of study. A little time invested in keeping your materials tidy and organized can prevent unnecessary stress and keep you from getting discouraged.

## **Be Prepared for Setbacks.**

Every plan comes with its challenges. A job may involve things that you didn't expect. Classes may be harder than you expected. When you start something new, find out who you can go to if you need help, and don't be afraid to ask for help.

## **Celebrate Your Successes.**

Take time to recognize and celebrate your accomplishments as you move toward your career goals. Motivate yourself with rewards. A healthy pride in your accomplishments can lift you through difficult times.

## **Make a To-Do List.**

Using a to-do list can help you prioritize the things you need to do for the day or for the week, and it can give you a greater sense of accomplishment as you work toward your goals. If you have a large project to do, break it down into individual tasks. Not only can this keep a longer project from becoming overwhelming, but it can also help guarantee that you do not forget an important step.

## **Make Time to Relax.**

Always allow some time for relaxation. Often, the greatest inspirations can come during relaxation activities. Find activities that help you relax and make them a part of your routine. Everyone needs time to recharge their batteries. Whether it's reading a book, playing a sport, going for a walk or catching your favorite team on television, allowing time for your favorite things can prevent you from getting run down while you work toward your career goals.

# Drafting Your Plan of Action

## Making an Action Plan

If you are in school, visit with your school counselor or advisor to review your personal plan of study (4- to 6-year plan). High school students should be sure to take the necessary courses and participate in appropriate activities to help with the transition to post-high school education or training. A school counselor or advisor also can help you develop an action plan to follow through with your goals.

If you are out of high school and need some direction, this is a good place to pause, reflect and develop an action plan that will help lead you toward your goals. Remember, begin with the end in mind.

## Guiding Questions

Will you or did you graduate from high school?

☐ yes

☐ no

see page 16

What are your plans for the future?

☐ job

see inside front cover

☐ military

☐ apprenticeship

☐ technical school

see pages 24-31

☐ community college

☐ four-year college

What is your Career Cluster of interest?

☐ undecided

see pages 6-9

Are you presently seeking a job?

☐ yes

see pages 20-23

☐ no

Do you have a budget that works for you?

☐ yes

☐ no

see pages 18-19



## Long-Term Goal

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## What will help me get there?

### Short-Term Goal 1

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### Short-Term Goal 2

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### Short-Term Goal 3

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## What do I need to do?

### Action Step 1

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### Action Step 2

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### Action Step 3

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